



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2022 Period start date To 31<sup>st</sup> March 2023 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><b>The objects of the FMNC are:-</b></p> <p><b>"To relieve the needs of carers, family members, friends or colleagues of people affected by dementia in Crawley and the surrounding area by:</b></p> <ul style="list-style-type: none"><li><b>a. Providing opportunities for safe social interaction, emotional and social support, thereby reducing social isolation.</b></li><li><b>b. Raising awareness of dementia amongst those affected and with voluntary and statutory organisations that provide services for those with dementia.</b></li><li><b>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.</b></li></ul>
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><b>Main activities:</b></p> <ul style="list-style-type: none"><li><b>- Tuesday evenings 17:00 – 19:30 provides support, advice and information for carers as well as a hot meal and companionship to help reduce feelings of isolation.</b></li><li><b>- Friday lunch club 10:30 – 14:00 for carers and cared for 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.</b></li><li><b>- Adhoc community and fundraising events including Afternoon Teas, craft sales, craft sessions and one to one visits to</b></li></ul>

		<p>individuals in hospitals and care homes.</p> <ul style="list-style-type: none"> <li>- Enabling and encouraging members to form their own social events</li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>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.</b>

#### **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	<b>Our 17 volunteers are very much appreciated at the club and are all immensely dedicated and kind people, who give more than just their time to help make life easier for carers and their loved ones. We value them greatly and recognise that without them we wouldn't have a charity.</b>
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 Forget Me Not's have continued to support carers of people living with dementia in the local community and have been able run the Friday Lunch Club and Tuesday support evenings throughout the year for the first time since the outbreak of Covid.</p> <p>Firstly, we would like to offer thanks to a few organisations and individuals who have helped the charity financially during the year. Both National Lottery and Crawley Borough Council provided significant grants without which we would find it very difficult to continue. Fundraising events held in conjunction with Brighton and Hove Buses and the Charcoal Burner together with donations from a multitude of members and volunteers also added up to a significant sum, all of which will enable the charity to continue with its main aim to support carers of people living with dementia.</p> <p>Our support sessions are the charity's most significant activity within the community and have been well supported throughout the year. The overall number of members attending increased compared to the previous year. The Friday Lunch Club has continued to be as popular as ever with average numbers being maintained at 21. In contrast, we have seen average Tuesday Support numbers increase to 11, from 7 last year.</p> <p>However against pre-Covid the number of attendances at our weekly sessions have reduced 14%.</p> <p>With this in mind the Trustees felt that using the Charcoal Burner public house as our main site for delivering support to carers was holding back our potential to offer more to the local community. Staff at the Charcoal Burner helped our charity through some very difficult times since we relocated in 2020 and helped to raise significant funds for the charity through the annual Royal Burner Cup golf tournament and hosting Afternoon Teas. So they will be very</p>

		<p>much missed and their support to the charity is very much appreciated. However, for the charity to reach out more to the needs and support required by carers of people living with dementia the Trustees decided to search for new premises and viewed/considered a number of venues in the Crawley and surrounding district.</p> <p>In February 2023 the Trustees agreed to start planning to move the Friday Lunch session to Tilgate Community Centre, which offers so much more space and opportunities. Crawley Rugby Club was also identified as an ideal location to hold the Tuesday night support where it is hoped that our affiliation with the club will help to improve the charity's profile in the community. The site will also be used for Afternoon Teas and hopefully other fundraising events. Both these premises will give us the ability to reach out to more members of the community with additional activities, enhanced support and food that is significantly more nourishing for the members. The relocation to both sites occurred in April 2023.</p> <p>None of this deters the Trustees from their most cherished goal to locate to suitable premises of our own from which we could scale up the service we already provide and help to support so many more carers in the local community that we know are out there.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

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><b>The 2022/23 year saw the Forget Me Nots fully resume the weekly Friday Lunch Club and Tuesday Support evenings at the Charcoal Burner Public House, following two terms of suspension in the previous financial year owing to COVID.</b></p> <p><b>Whilst the number of members attending increased significantly against the previous year, these numbers were down 14% from pre-COVID (2019-20) when we operated from a Community Hall in Maidenbower.</b></p> <p><b>Grants are the lifeblood of our charity and this year we were very fortunate to receive £15.5k with £10k coming from National Lottery and a further £5.5k from Crawley Borough Council who have been supporting us financially from the very beginning. These grants will help to enhance the support given to the local community into the next financial year.</b></p> <p><b>Income from fundraising events resumed this year and was boosted by a sponsored golf/social event run by the Charcoal Burner Public House who raised £2k.</b></p> <p><b>Overall income increased from £21.6k to £27.4k due largely to Grants received and the full resumption of services. Expenditure also increase from £17.3k to £20.4k mostly due to costs associated with the resumption of Tuesday and Friday sessions and other events.</b></p> <p><b>The charity delivered a surplus of £7k for the year with total funds reaching £86k of which £72k is ring-fenced.</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22%	<b>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.</b>
Amount of reserves held	Para 1.22	<b>£16k</b>
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	Para 1.25	<b>Constitution last amended 25<sup>th</sup> January 2022</b>
How is the charity constituted?	Para 1.25	<b>CIO</b>
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	<b>Elected by FMN club members at AGM</b>

### **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	
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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	<b>24 Clive Way Pound Hill Crawley West Sussex RH10 7AH</b>

## 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
6.	Mike Hotham	Compliance Officer	Commenced 9/2/23	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	

## 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
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#### 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

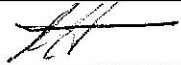

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## Declarations

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 Elizabeth Wilson	STEPHEN ANDREW REMICK
Position (eg Secretary, Chair, etc)	Chair	TREASURER.
Date	29/1/24	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Forget Me Not Club (Crawley)

1173729

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2022

To

31/03/2023

### 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 £
<b>A1 Receipts</b>					
Subscriptions	3,201	-	-	3,201	1,300
Grants	-	15,500	-	15,500	5,000
Donations	1,680	1,680	-	3,359	13,773
Fundraising Events	3,676	-	-	3,676	619
Tea/coffee/lunch	1,381	-	-	1,381	678
Other	325	-	-	325	216
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>10,262</b>	<b>17,180</b>	<b>-</b>	<b>27,442</b>	<b>21,585</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,262</b>	<b>17,180</b>	<b>-</b>	<b>27,442</b>	<b>21,585</b>
<b>A3 Payments</b>					
Staff	787	10,555	-	11,343	12,230
Premises	122	-	-	122	-
Storage	729	-	-	729	1,536
Equipment	33	-	-	33	-
Staff Uniform	-	-	-	-	-
Training	24	-	-	24	-
Marketing	-	-	-	-	-
Entertainment	770	-	-	770	247
Events	991	539	-	1,530	371
Catering	1,708	-	-	1,708	576
Member Trips	475	-	-	475	-
Craft	-	-	-	-	-
Stationery	162	-	-	162	216
Travel	-	2,194	-	2,194	1,073
IT	668	-	-	668	668
Misc Costs	653	-	-	653	378
<b>Sub total</b>	<b>7,124</b>	<b>13,288</b>	<b>-</b>	<b>20,412</b>	<b>17,296</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>7,124</b>	<b>13,288</b>	<b>-</b>	<b>20,412</b>	<b>17,296</b>
<b>Net of receipts/(payments)</b>	<b>3,139</b>	<b>3,891</b>	<b>-</b>	<b>7,030</b>	<b>4,290</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>26,596</b>	<b>52,324</b>	<b>-</b>	<b>78,919</b>	<b>74,630</b>
<b>Cash funds this year end</b>	<b>29,734</b>	<b>56,215</b>	<b>-</b>	<b>85,950</b>	<b>78,919</b>

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

		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	29,734	56,215	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>29,734</b>	<b>56,215</b>	<b>-</b>

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



		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	STEPHEN REMERY	26/11/23
	WENDY WILSON	26/11/23

Trustees  
The Forget Me Not Club (Crawley)

Anthony Neale

22/01/2024

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 01/04/22 to 31/03/23 are verified and correct.

Since you have a healthy reserves and steady monthly income and expenditure pattern you may wish to look at other deposit accounts to maximise your interest income. The Charities Commission does have a list of preferred financial institutions with varying annual interest rates. Whilst your current Deposit bank is a very strong financial institute the FSCS does have an upper compensation limit of £85,000, you may therefore wish to split the funds with another provider.

Let hope that we have seen the last knock on effects from the pandemic and we can get back to normal fund raising events.

Best Regards

A. N. Neale

Anthony Neale FCMA (retired)  
(email: ) (Mobile No: 07814010336)