



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2023 Period start date To 31st March 2024 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 FMN 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> <ol style="list-style-type: none">Providing opportunities for safe social interaction, emotional and social support, thereby reducing social isolation.Raising awareness of dementia amongst those affected and with voluntary and statutory organisations that provide services for those with dementia.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">- Tuesdays from 14:00 – 19:00 provides support, advice and information for carers and operated as more of a drop in service. Refreshments are available alongside companionship to help reduce feelings of isolation.- Friday lunch club 10:30 – 14:00 for carers and cared for including home-cooked 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.

		<ul style="list-style-type: none"> - Adhoc community and fundraising events including Afternoon Teas, craft sales, craft sessions and one to one visits to individuals in hospitals and care homes. - 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	Our Volunteers are priceless, they turn up every week, spend time with our members, help us to set up and clear up, serve a meal. We could not exist without them or our dedicated management team and the Trustees who give so much of their time and energy to the Forget me nots.
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>As the Chair of the Forget Me Nots and have been since we first registered as a charity I am happy to give a brief outline of some of our activities and a taste of what our charity is.</p> <p>I am very proud of the service we provide.</p> <p>I worked for the Local Authority for 25 years, 15 of which I was a social worker for older people with mental health issues. It was during this time I was introduced to Beverly Loxston-Bown who had founded the club. We started very small, and have grown year on year, providing a service which did not exist prior to our club setting up. Local authorities have had to cut services year on year due to central government cuts and we feel our club has bridged some of the gaps that this has created.</p> <p>Carers save local authorities a huge amount of money caring for their loved ones. If carers are looked after, they can often do this for many years. If they breakdown the person with dementia ends up needing residential care. My experience as a social worker enables me to speak with some authority, on the perils of carers not looking after themselves, and I often persuade them to take regular breaks. Our volunteers are very good at noting when someone is in need of support and alert us to any issues.</p> <p>Covid had quite an impact on our ability to give "service as usual", but we did manage to ensure regular contact with all our members and managed any emergencies and offered a shopping service. We are well supported by local people and take pleasure in keeping our doors open for all but dire emergencies.</p> <p>During the last year we have had many changes and lots going on at the Forget</p>

		<p>me nots. We relocated to Tilgate Community Centre in April 2023, when the Crawley Borough Council had a space we could rent. We moved in and celebrated Easter with the help of Spotted Crawley, who sent the easter bunny to give easter eggs to all of our members. We provided a free buffet to all of our members and volunteers and engaged an entertainer for the session. It was a lovely way to start at our new location. We always open on Good Friday, even though it is a Bank holiday.</p> <p>It was sad to leave the pub we had been using prior to our move as the staff there had been very supportive of our club and raised a large sum of money for us by holding a golf tournament. By moving we have been able to offer home cooked meals to everyone.</p> <p>Since then, in June we celebrated our 10th anniversary, when we invited all our members past and present to join us, it was lovely to see some of the old faces again and to hear how they are doing since they stopped attending. This led to one of them requesting some support to fill out Attendance Allowance forms for themselves due to changes in their situation. We have facilitated this and many other applications as well together with PIP applications for carers and advised information on access support from the local authority and other relevant organisation that may be in a position to help our members.</p> <p>The Christmas party was great fun, and we must point out that while we do have lots of party fun we also enjoy seated exercise class during the lunch club sessions and have a variety of entertainers who know our members well and often get them joining in with singing. There are regular quiz's word search and games to encourage members (and staff) to stimulate their brains and keep their minds active.</p> <p>But the most important part of our club is the comradery that comes with carers leaning on each other, talking and finding solutions to problems that arise when you care for someone with dementia. Our Volunteers are priceless, they turn up every week, spend time with our members, help us to set up and clear up, serve a meal. We could not</p>
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		<p>exist without them or our dedicated management team and the Trustees who give so much of their time and energy to the Forget me notes.</p> <p>We have had several bereavements during the year, These members are sadly missed, and we continue to support their carers as they go through their grief.</p> <p>Raising funds for the charity is an on-going task and we are always looking for new ideas. We are supported by Crawley Borough Council and the National Lottery. We were also given donations from local organisations, such as Vinci UK foundation Gatwick Airport, to provide us with uniforms and two defibrillators, enabling us to practice some of our first aid training that we all completed recently.</p> <p>Afternoon Tea is always a good way to raise funds and we had one at the Rugby club where we have our Tuesday evening sessions. They supported us and allowed us to use the club free of charge.</p> <p>Whenever possible, and if invited, we offer talks to companies wanting more understanding of coping with a loved one with dementia and also finding ways of supporting their workers with caring responsibilities. We sometimes receive donations from them as a way of thanks. This also offers us an opportunity to recruit volunteers for our sessions.</p> <p>I look forward to another year of acting as Chair, we will be looking to recruit more Trustees and sharing the roles within our organisation.</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>Significant enhancements to the delivery of support to carers in the 2023/24 year resulted in an increase in both income and expenditure and was mostly due to the transfer in April 2023 of our main weekly activity, providing Friday lunch and support activities for carers and their loved ones, from a local Public House to Tilgate Community Centre.</p> <p>Additional expenditure for this included staff (£5k), Premises (£3.8k) and catering (£5k) whilst our income increased (£6.2k). Funding for the additional costs came from reserves, grants and donations. Average number of members attending the Friday Lunch increased from 21 last year to 24 with a peak of 32.</p> <p>Grants received this year increased substantially from £15.5k to £33.2k, although £17.2k of this was received towards the end of the financial year from National Lottery and will help support the local community over the next two financial years</p> <p>Overall income increased from £27.4k to £50.3k due largely to Grants received and the switch to providing catering ourselves for the members. Expenditure also increased from £20.4k to £36.9k mostly due to costs associated with the transfer of services to Tilgate Community Centre and staff/catering costs for the Friday Lunch support sessions.</p> <p>The charity delivered a surplus of £13k for the year with total funds reaching £99k of which £71k 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 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
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

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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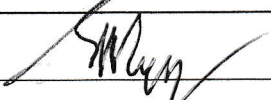
Other optional information

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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 REMERY
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	29/1/25	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Forget Me Not Club (Crawley)

No (if any)
1173729

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/04/2023		31/03/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Subscriptions	2,636	-	-	2,636	3,201
Grants	-	33,243	-	33,243	15,500
Donations	1,560	1,560	-	3,121	3,359
Fundraising Events	1,887	-	-	1,887	3,676
Tea/coffee/lunch	8,052	-	-	8,052	1,381
Interest	1,618	-	-	1,618	78
Other	304	-	-	304	247
Sub total (Gross income for AR)	15,449	34,804	-	50,253	27,442
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	15,449	34,804	-	50,253	27,442
A3 Payments					
Staff (Excl Trustee)	885	12,402	-	13,287	11,342
Staff (Incl Trustee)	2,375	2,361	-	4,737	-
Premises	1,914	1,913	-	3,827	-
Storage	477	426	-	903	851
Equipment	38	-	-	38	33
Staff Uniform	-	-	-	-	-
Training	120	-	-	120	24
Marketing	1,149	-	-	1,149	-
Entertainment	445	385	-	830	770
Events	700	-	-	700	1,530
Catering	6,707	-	-	6,707	1,708
Member Trips	329	-	-	329	475
Seated Exercises	450	-	-	450	-
Stationery	3	-	-	3	162
Travel	-	2,119	-	2,119	2,194
IT	811	-	-	811	668
Misc Costs	701	168	-	869	653
	-	-	-	-	-
Sub total	17,106	19,774	-	36,879	20,411
A4 Asset and investment purchases, (see table)					
1 Year Fixed Deposit	-	42,000	-	42,000	-
	-	-	-	-	-
Sub total	-	42,000	-	42,000	-
Total payments	17,106	61,774	-	78,879	20,411
Net of receipts/(payments)	- 1,657	- 26,970	-	- 28,627	7,030
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	29,734	56,215	-	85,950	78,919
Cash funds this year end	28,078	29,245	-	57,323	85,950

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	Cash at Bank	28,078	29,245	-
		-	-	-
		-	-	-
	Total cash funds	28,078	29,245	-

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

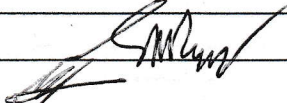
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	1 Year Fixed Deposit		42,000	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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
	STEVE REMARY	29/1/25
	W WILSON	29/1/25

Trustees
The Forget Me Not Club (Crawley)

Anthony Neale

05/01/2025

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 01/04/23 to 31/03/24 are verified and correct.

I acknowledge the Trustees kind words thanking me for the work undertaken and the support to The Forget Me Not's (Crawley) Charity, it is greatly appreciated.

Best Regards



Anthony Neale FCMA (retired)
(email: uktony61@aol.com) (Mobile No: 07814010336)