



Trustees' Annual Report for the period

From 1-4-20 to 31-3-21

Charity name: **MEMORY LANE CAFE CALDERDALE**

Charity registration number: **1178595**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>1) For the public benefit to relieve the needs of people affected by dementia living in West Yorkshire, principally in Calderdale, by providing facilities for recreation and socialisation in the interests of social welfare and providing, support, information and practical advice primarily via regular memory café sessions.</p> <p>2) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.</p> <p>For the purpose of this clause ‘socially excluded’ means being excluded from society, or parts of society, as a result of one of more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards; crime (either as a victim of crime or as an offender rehabilitating into society).</p>
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>Provision of “pop-up” cafes in Halifax (twice per month) and Sowerby Bridge (twice per month). These provide support, advice and information for people affected in any way by dementia, other memory issues and social isolation. The cafe sessions include the opportunity to get involved in games, quizzes, activities etc and are often</p>

		<p>supported by musical entertainment and visiting professionals (who talk individually to people about various issues and concerns).</p> <p>We obtained £2610 grant funding from Calderdale Council and Staying Well for purchase of Tablets to help our members keep in touch during Lockdowns.</p> <p>We obtained £500 grant funding from Calderdale Council for a post-COVID celebration event when circumstances permit (deferred to next year).</p> <p>In non-COVID times we would also organise day trips for members (canal cruises, shopping trips, music events etc). None took place in 2020/21.</p> <p>In non-COVID times we would also raise awareness and funds through participation in various public events throughout the year. None took place in 2020/21.</p> <p>In 2020/21 we were able to operate cafes on only 10 dates (48 in a normal year). In 2020/21, the cafe in Halifax attracted an average of 29 visitors per operating day and the Sowerby Bridge cafe an average of 24 visitors per operating day.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>We confirm that the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We are not a grant-making body
Policy on social investment including program related investment	Para 1.38	<p>As explained in the Financial Review section, we have operated at a surplus year-on-year since we were founded as a voluntary community group in 2016 (and thence becoming a Charity in 2018). We make use of some of our surplus cash to enhance what we provide through our cafe operations (by investing in relevant equipment, funding entertainment etc). In addition, before COVID, we expanded the opportunities for recreation and socialisation by organising (and partly funding) trips out to local attractions and events. Apart from the general social benefits to all users of such trips, they also give isolated individuals the opportunity to get out and visit places (where they would otherwise find it</p>

		difficult, impossible or simply unattractive to do alone). COVID caused us to suspend all such extra-mural activities for the whole of 2020/21
Contribution made by volunteers	Para 1.38	<p>All of our services are provided by volunteers which include:-</p> <ul style="list-style-type: none"> • the running of our regular cafes • external events (e.g. trips out) • fund-raising and awareness-raising activities • general support to our members <p>Volunteer hours actually expended in 2020/21 can be broken down as follows:-</p> <p>600 hours on physical cafes 100 hours on virtual (Zoom) cafes 200 hours on shopping support 1000 hours on planning and day-to-day management of the Charity</p>
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	<ol style="list-style-type: none"> 1. Our key achievement was the maintenance of social support and interaction with our members throughout a year when our normal operations were disrupted by COVID. 2. While our regular cafes were suspended, we continued to support our members in other ways (see the Additional Information section below for more details). 3. We managed to operate our cafes on 10 (out of 48 planned) dates during the year (see the Additional Information section below for more details) 4. The composition of our membership is that around a third of visitors have a diagnosis of dementia, around a third are their carers at home (e.g.husband, wife, son, daughter), and around a third are socially isolated in some way. Our cafes provide a safe and welcoming space for people with dementia and give informal respite to their carers (who also benefit from the peer support of others in similar circumstances). Socially isolated people enjoy the social aspects of the cafe and have the chance to make new friendships (through getting out of the house and meeting others). Our policy of not limiting attendance to those affected by dementia widens the range of contacts and experiences available to people affected by

		dementia in some way. It has also helped to inform unaffected people about dementia and its various challenges.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Our 2020/21 objectives had to be completely revised at the beginning of the year to take account of the imposition of Lockdown and the uncertainties of the coming months. The revised objectives were:-</p> <ul style="list-style-type: none"> • provide remote support as needed to members/volunteers (social and/or information) – achieved through phone support to members/volunteers to help them manage their individual situations • provide physical support where needed and allowed (shopping etc) – achieved through arranging shopping and providing delivery of shopping and medical supplies to peoples doorsteps • send Memory Lane into people's homes (music videos on FB, lending jigsaws etc) – achieved through sharing music videos (from our regular entertainers), holding a weekly musical Zoom get-together (with live music from one of regular entertainers) – and providing Tablets to enable non-IT members to participate, lending our stock of games, books, jigsaws etc to members for use at home • maintain contact with other relevant organisations – achieved
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		<p><i>through direct trustee involvement in relevant local groups, giving support to other groups considering reopening and the mutual development of joint initiatives</i></p> <ul style="list-style-type: none"> • develop ways of achieving safe socialisation for members without our cafes (e.g. meeting at an agreed location) – <i>achieved through our weekly Zoom get-togethers and by encouraging all our members to get involved in “Move The Calderdale Way” - a walking and cycling challenge for the month of September – which, apart from the social bonding it generated, raised funds for us (which we'll use for future social events when feasible)</i> • plan for an eventual safe reopening of our cafes – <i>achieved through a full review and replanning of every aspect (plus a formal consultation with members) – which led to reopening in September. Due to limitations on numbers allowed to meet we decided to run twice as many cafe sessions so that we could cater for the demand without overcrowding. Closed for November Lockdown, reopened December and then closed again for January-March Lockdown. We managed to operate on 10 dates during the year (our normal plan is for 48 dates)</i>
Performance of fundraising activities against objectives set	Para 1.41	<p>We aim to combine awareness and fundraising throughout the year. In non-COVID times part of this is achieved through attendance at fairs and other events. We also operate a “Friends of Memory Lane” scheme inviting individuals to make regular payments. Income from this scheme was £139 per month at end of the year.</p>
Investment performance against objectives	Para 1.41	Not applicable
Other		

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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Over the year, our income was £9175.05 against expenditure of £6352.20. This continues the positive financial trend from our pre-existing (pre-Charity status) operations. At the end of the period we had a bank balance of £15050.77 (of which £4799 is our Reserves Fund – see below)
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have ring-fenced the equivalent of 6 “normal” months expenditure as our Reserve against unforeseen significant expenditure to maintain operation of our cafes (agreed at Trustee meeting 17-1-19)
Amount of reserves held	Para 1.22	£4799 in 2020/21
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

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	Our key sources of income were:- <ul style="list-style-type: none"> • £4101 various donations (includes income from regular payments from Friends of Memory Lane £1668) • £3101 Grants (for specific projects) • £934 cafe revenues – previous (“normal”) year was £3678
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	DOWNSIDE Unforeseen closure of cafe venues (e.g. due to fire and, as we've seen, a global pandemic) Insufficient volunteer numbers to operate the cafes (we are constantly recruiting to address this) UPSIDE continuing growth in visitor numbers may exceed capacity of venue(s)

Other		
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	"Constitution of a CIO whose only voting members are its charity trustees" - CC template dated October 2016
"How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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	Maximum number of trustees is 8. We have selected and appointed 6 trustees who each have a specific role in the team (but do not necessarily hold a specific office)

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	Each new trustee is given a copy of the current Constitution and a copy of latest Trustees' Annual Report and statement of accounts. They will also, of course, be given the Charity Trustee welcome Pack. Further general training plus specific training to be developed for individuals.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Our current organisation is composed entirely of volunteers and has designated individuals to act in the following operational capacities:- Chair Secretary Treasurer. Volunteer Manager/Cafe Coordinator (to whom our Volunteers report) We are not part of any wider formal network (but work closely with a wide range of other organisations such as Alzheimer's Society and Age UK to achieve our objectives)
Relationship with any related parties	Para 1.51	Not applicable
Other		

Reference and Administrative details

Charity name	MEMORY LANE CAFE CALDERDALE
Other name the charity uses	MEMORY LANE CAFE
Registered charity number	1178595
Charity's principal address	4 Gratrix Lane, Sowerby Bridge, West Yorkshire HX6 2AW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Paul Mansley	Chair	
2	Chris Hanwell	Treasurer	
3	Chris Harvey	Secretary	
4	Shabir Hussain		
5	June Harvey	Cafe Co-ordinator & Volunteer Manager	
6	Mike Payne		
7	Catherine Lloyd		w.e.f. 28-1-21
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Corporate trustees – names of the directors at the date the report was approved

Director name		
NIL		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NIL		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NIL
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name
NIL	

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

Not applicable

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)

C.R.Harvey

Full name(s)

CHRISTOPHER ROWLAND HARVEY

Position (eg Secretary, Chair, etc)

SECRETARY

Date

10/01/22

**FINANCIAL STATEMENT
MEMORY LANE CAFE CALDERDALE
1st APRIL 2020 TO 31st MARCH 2021**

Bank balance @ 1st April 2020 £12,227.92

INCOME

Café specific	£934.00
Donations	£4,101.16
Transport	£106.00
Other:	
Calderdale MBC	£1,120.00
Staying Well grants	£1,989.68
HMRC Gift Aid & GASDS	<u>£924.21</u>
	£9,175.05

EXPENDITURE

Café specific	£3,413.83
Support services	£1,087.06
Gifts	£133.01
Transport	£571.89
Volunteer's expenses	£664.01
Other:	
Laptops	<u>£482.40</u>
	£6,352.20

Surplus £2,822.85

Bank balance @ 31st March 2021 £15,050.77

4/25/2021