



Trustees' Annual Report for the period

From 1-4-22 to 31-3-23

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>Our core activity is the 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 offer the opportunity to get involved in games, quizzes, activities etc as</p>

		<p>well as meeting friends and enjoying the social benefits of conversation etc. The cafes usually feature live musical entertainment which encourages members to get involved in singing and dancing. We also welcome visiting professionals and other VCSE organisations (who can talk individually with people about various issues and concerns).</p> <p>Ever since we reopened in late Summer 2020 after the initial COVID Lockdown we operated our cafes with restricted numbers/social distancing etc. In order to satisfy demand we ran two cafe sessions on the same day (am & pm) instead of our usual single afternoon session (so we ran 8 sessions a month rather than 4). We continued with this arrangement up to the end of April 2022. We then reverted to our original pattern of single sessions from the start of May 2022. Overall, in the 2022/23 year, the cafe in Halifax attracted an average of 51 visitors per operating day and the Sowerby Bridge cafe an average of 55 visitors per operating day.</p> <p>With the final easing of COVID restrictions on our operations and the reopening of various attractions etc, we were able to organise a variety of day trips for members. In summary, we ran:-</p> <ul style="list-style-type: none"> • 4 days out on narrowboats • 2 days out on steam trains • 2 visits to theatre • 1 visit to a brass band concert • 1 trip to pantomime <p>We were also able again to raise awareness and funds through participation in various public events . We attended 9 such events in 2022/23.</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	As explained in the Financial Review section, we have previously achieved a financial surplus year-on-year since we were founded as a voluntary community group in 2016 (and thence becoming a Charity in 2018). Recognising our growing bank balance we took a decision

		<p>to invest more of this surplus cash to enhance what we provide through our cafe operations (by investing in relevant equipment, funding entertainment etc). We've also used some of the surplus to expand 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 difficult, impossible or simply unattractive to do alone). This was especially important as people gradually emerged from the COVID restrictions of the previous years.</p>
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 2022/23 can be broken down as follows:-</p> <ul style="list-style-type: none"> • 2000 hours on the regular cafes • 400 hours on day-trips • 180 hours on external funding and awareness-raising events • 1000 hours on planning and day-to-day management of the Charity
Other		

Achievements and Performance

	SORP reference	
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<p>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.</p>	<p>Para 1</p>	<ol style="list-style-type: none"> 1. First key achievement is the reliable provision of our cafe sessions each month for an increasing number of visitors following the trials of Lockdowns. Ever since we reopened in late Summer 2020 after the initial COVID Lockdown we operated our cafes with restricted numbers/social distancing etc. In order to satisfy demand we ran two cafe sessions on the same day (am & pm) instead of our usual single afternoon session (so we ran 8 sessions a month rather than 4). We continued with this arrangement up to the end of April 2022. We then reverted to our original pattern of single sessions from the start of May 2022. Overall, in the 2022/23 year, the cafe in Halifax attracted an average of 51 visitors per operating day and the Sowerby Bridge cafe an average of 55 visitors per operating day. Broadly, 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.. 2. Second key achievement is the resumption (post COVID) of a programme of trips 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 difficult, impossible or simply unattractive to do alone). During 2022/23 we organised:- 4 days out on narrowboats 2 days out on steam trains 2 visits to theatre 1 visit to a brass band concert 1 trip to pantomime We also encouraged various of our members to visit other dementia cafes, clubs etc to expand their social connections. 3. Third key achievement is resumption of our awareness and fund raising activities at a variety of external events such as
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		information fairs, summer galas etc. This was facilitated by the (post-COVID) resumption of such gatherings and we attended 9 such events in 2022/23.
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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 2022/23 objectives were to:-</p> <ul style="list-style-type: none"> • reliably provide the cafe sessions – <i>achieved (except for cancellation of 19-9-22 cafe on day of Queen's funeral)</i> • organising trips out for members – <i>achieved</i> • tackling isolation – <i>achieved through engagement with individuals at our cafes and external events</i> • providing carer respite through cafes etc – <i>achieved through the support provided at our cafes and external events</i> • providing information/support – <i>achieved through our cafes and our involvement at external awareness-raising events</i> • working together with other organisations – <i>achieved through involving other organisations at our cafes, having direct committee involvement in relevant local groups, giving support to other emerging organisations and the mutual development of joint initiatives.</i>
Performance of fundraising activities against objectives set	Para 1.41	<p>We aim to combine awareness and fundraising throughout the year. Part of this is achieved through attendance at fairs and other external events. We also operate a “Friends of Memory Lane” scheme inviting individuals to make regular payments. Income from this scheme over the year was £1814.</p>
		<p>We have set aside £6000 to act as a contingency fund against unforeseen</p>

Investment performance against objectives	Para 1.41	future challenges. This was invested with CAF and was worth £6078.50 at the end of 2022/23.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Over the year, our income was £25256.59 against expenditure of £24818.76 so we made a small surplus. However, as described in our comments on Policy on Social Investment (above) we aim to use up some of our accumulated financial surplus. Consequently, our budget for the 2022/23 year projected a shortfall of £3448 through subsidising some activities.</p> <p>However, over the year attendance at our cafes increased markedly from pre-COVID levels (34 to 55 at Sowerby Bridge and 42 to 51 at Halifax). This led to cafe revenue increasing 65% from £5944 to £9824. In addition we received more donations than we expected (+£4470) and generated more through fund-raising (+ £2857). Even though our costs rose to support the increased activity levels, we finished the year with a bank balance of £8975.46 (plus £6078.50 set aside in our investment Reserve Account).</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold a Reserve against unforeseen significant expenditure so that we can maintain operation of our cafes (it was agreed at Trustee Meeting 29-4-21 to set aside £6000 in 3 x CAF investments).
Amount of reserves held	Para 1.22	£6000 invested (value £6078.50 at end of year)
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	<p>Our key sources of income were:-</p> <ul style="list-style-type: none"> £9824.05 cafe income (entry charge of £2, raffle tickets, sale of goods etc) £8070.40 various donations (includes income from regular payments from Friends of Memory Lane scheme £1814) £3457.47 fundraising
Investment policy and objectives including any social investment policy	Para 1.46	

adopted		
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		

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, Calderdale Dementia Hub, Age UK and a variety of smaller VCSE organisations (including other voluntary groups) 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	Catherine Lloyd	Treasurer	
3	Chris Harvey	Secretary	
4	June Harvey	Cafe Co-ordinator & Volunteer Manager	
5	Shabir Hussain		
6	Mike Payne		
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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 22/01/24

FINANCIAL STATEMENT

MEMORY LANE CAFÉ CALDERDALE , 1ST APRIL 2022 TO 31ST MARCH 2023

Bank Balance as at 1st April 2022
£8574.50

INCOME

Café Specific	£9824.05
Operational refund	£77.50
Gifts	£27.89
Trips	£2187.50
Donations	£8070.40
Fundraising	£3457.47
Transport	£1086
Other	<u>£525.78</u>
-	<u>£25256.59</u>

EXPENDITURE

Café Specific	£12672.91
Operational	£3,471.70
Gifts	£686.23
Trips	£3556.17
Donations	£350
Fundraising	£316.21
Transport	£2161.50
Volunteer Expenses	£1384.55
Other	<u>£219.49</u>
	<u>£24818.76</u>

£9012.33

Surplus(discrepancy)

36.87

Bank Balance @ 31st March 2023
£8975.46

Reserve account @31st March 2023
£6078.50

TOTAL FUNDS
£15053.96

On Wednesday, 17th January, 2024, I undertook an examination of the accounts of Memory Lane Café Calderdale, which included the income and expenditure for the accounting period 1st April, 2022 – 31st March, 2023 and found them to be correct.

I have not carried out a full audit.

Dated January, 2023.

Signed
Richard Goodwin