



## Trustees' Annual Report for the period

From 1-4-23 to 31-3-24

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><b>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.</b></p> <p><b>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.</b></p> <p><b>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).</b></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><b>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</b></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>Overall, in the 2023/24 year, the cafe in Halifax attracted an average of 65 visitors per operating day and the Sowerby Bridge cafe was also an average of 65 visitors per operating day.</p> <p>Aside from the regular cafe sessions we organised a variety of day trips for members. In summary, we ran:-</p> <ul style="list-style-type: none"> <li>• 4 days out on narrowboats</li> <li>• 2 days out on steam trains</li> <li>• 2 visits to theatre</li> <li>• 1 day visit to a Blackpool hotel for lunch and entertainment</li> <li>• 1 visit to a brass band concert</li> <li>• 1 trip to pantomime</li> </ul> <p>We were also able again to raise awareness and funds through participation in various public events . We attended 10 such events in 2023/24.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p><b>We confirm that the trustees have had regard to the guidance issued by the Charity Commission on public benefit</b></p>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>We are not a grant-making body</b>
Policy on social investment including program related investment	Para 1.38	<p><b>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 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</b></p>

		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.
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"> <li>• the running of our regular cafes</li> <li>• external events (e.g. trips out)</li> <li>• fund-raising and awareness-raising activities</li> <li>• general support to our members</li> </ul> <p>Volunteer hours actually expended in 2023/24 can be broken down as follows:-</p> <ul style="list-style-type: none"> <li>• 2000 hours on the regular cafes</li> <li>• 500 hours on day-trips</li> <li>• 200 hours on external funding and awareness-raising events</li> <li>• 1000 hours on planning and day-to-day management of the Charity</li> </ul>
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	<p>1. First key achievement is the continued reliable provision of our cafe sessions each month for an increasing number of visitors following the trials of Lockdowns. Overall, in the 2023/24 year, both cafes (Halifax and Sowerby Bridge) each attracted an average of 65 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</p>

		<p>inform unaffected people about dementia and its various challenges..</p> <p>2. Second key achievement is the continuation 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 2023/24 we organised:-  4 days out on narrowboats  2 days out on steam trains  2 visits to theatre  1 day visit to a Blackpool hotel for lunch and entertainment  1 visit to a brass band concert  1 trip to pantomime</p> <p>We also encouraged various of our members to visit other dementia cafes, clubs etc to expand their social connections.</p> <p>3. Third key achievement is our awareness and fund raising activities at a variety of external events such as information fairs, summer galas etc. This was facilitated by the (post-COVID) resumption of such gatherings and we attended 10 such events in 2023/24.</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	<p><b>Our 2023/24 objectives were to:-</b></p> <ul style="list-style-type: none"> <li>• reliably provide the cafe sessions – <i>achieved</i></li> <li>• organising trips out for members – <i>achieved</i></li> <li>• tackling isolation – <i>achieved through engagement with individuals at our cafes and external events</i></li> <li>• providing carer respite through cafes etc – <i>achieved through the support provided at our cafes and external events</i></li> <li>• providing information/support – <i>achieved through our cafes and our involvement at external awareness-raising events</i></li> <li>• 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></li> </ul>
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Performance of fundraising activities against objectives set	Para 1.41	<b>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 £1800.</b>
Investment performance against objectives	Para 1.41	<b>We have set aside £6000 to act as a contingency fund against unforeseen future challenges. This was invested with CAF and was worth £6957.11 at the end of 2023/24.</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>Over the year, our income was £33,844.45 against expenditure of £30,153.97 so we ended the year with a 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 203/24 year projected a shortfall through subsidising some activities.</b></p> <p><b>However, over the year attendance at our cafes increased markedly from pre-COVID levels. This led to annual cafe revenue increasing from £9640 to £11287. In addition we received more donations than we expected (up from £4764 in 2022/23 to £13795 in 2023/24). Even though our costs rose to support the increased activity levels, we finished the year with a bank balance of £12,668.12 (plus £6957.11 set aside in our investment Reserve Account).</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>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).</b>
Amount of reserves held	Para 1.22	<b>£6000 invested (value £6957.118.50 at end of year)</b>
Reasons for holding zero reserves	Para 1.22	<b>Not applicable</b>
Details of fund materially in deficit	Para 1.24	<b>Not applicable</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Not applicable</b>

### 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><b>Our key sources of income were:-</b></p> <ul style="list-style-type: none"> <li>• <b>£11,287.24 cafe income (entry charge of £2, raffle tickets, sale of goods etc)</b></li> <li>• <b>£13,795.30 various donations (includes income from regular payments from Friends of Memory Lane scheme £1800)</b></li> </ul>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Our investment policy is to maintain a reserve against unforeseen contingencies that might affect our running costs(as outlined in the next paragraph below)</b>

A description of the principal risks facing the charity	Para 1.46	<b>DOWNSIDE</b> 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) <b>UPSIDE</b> 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 ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>"Constitution of a CIO whose only voting members are its charity trustees" - CC template dated October 2016</b>
"How is the charity constituted? (e.g. <a href="#">unincorporated association</a> , CIO)	Para 1.25	<b>Charitable Incorporated Organisation</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>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)</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	<b>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.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Our current organisation is composed entirely of volunteers and has designated individuals to act in the following operational capacities:-</b> <b>Chair</b> <b>Secretary</b> <b>Treasurer.</b> <b>Volunteer Manager/Cafe Coordinator (to whom our Volunteers report)</b>  <b>We are not part of any wider formal network (but work closely with a wide range of other organisations such as</b>

		<b>Alzheimer's Society, Calderdale Dementia Hub, Age UK and a variety of smaller VCSE organisations (including other voluntary groups) to achieve our objectives)</b>
Relationship with any related parties	Para 1.51	<b>Not applicable</b>
Other		

## Reference and Administrative details

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



**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year
1	<b>Paul Mansley</b>	<b>Chair</b>	
2	<b>Catherine Lloyd</b>	<b>Treasurer</b>	
3	<b>Chris Harvey</b>	<b>Secretary</b>	
4	<b>June Harvey</b>	<b>Cafe Co-ordinator &amp; Volunteer Manager</b>	
5	<b>Shabir Hussain</b>		
6	<b>Mike Payne</b>		
7			
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20			

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

Director name		
<b>NIL</b>		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
<b>NIL</b>		

## Funds held as custodian trustees on behalf of others

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

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name
<b>NIL</b>	

#### 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

22/11/24

					MONTH BY MONTH INCOME							
CATEGORY		CAFÉ SPECIFIC	OPERATIONAL	GIFTS	TRIPS	DONATIONS (NOT ELIGIBLE FOR GIFT AID)	DONATIONS (GIFT AID ELIGIBLE)	SPECIFIC FUNDRAISING	TRANSPORT	VOLUNTEER EXPENSES	OTHER	TOTAL
April '23												
6th	M Metcalfe						£10.00					
12th	Halifax café 4/4	£189.00							£12.00			
	SumUp	£6.00			£10.00							
12th	SB Café 8/4	£116.75				£10.21			£25.00			
	SUumUP	£12.00			£250.00							
	cash	£67.41		£9.99								
14th	Mr & Mrs Holroyd					£10.00						
17th	C crowther						£100.00					
18th	Halifax Rotary Club					£500.00						
21st	Halifax café 17/4	£153.00							£28.00			
	SumUp	£16.00			£105.00							
	cash	£45.00										
24th	SB Café 22/4	£121.98				£125.00			£22.00			
	SumUp	£6.00										
24th	cash	£55.72										
19th	Anchor boat trips				£60.00							
	cash				£60.00							
26th	M Green					£2.00						
Total		£788.86	£0.00	£9.99	£485.00	£647.21	£110.00	£0.00	£87.00	£0.00	£0.00	£2,128.06
May '22												
2nd	Anon donation					£429.20						
9th	M Metcalfe						£10.00					
15th	C Crowther						£100.00					
15th	Mr & Mrs Holroyd					£10.00						
15th	M Crothers B/pool				£50.00							
17th	Halifax Café 1/5	£122.00				£36.03			£18.00			
	SumUP	£18.00										
	cash	£30.00										
17th	SB Café 13/5	£122.20				£102.00			£21.00			
	cash	£45.00										
	SumUP	£12.00			£75.00							
17th	Halifax Cafe15/5	£136.85				£7.88			£21.00			
	cash	£51.95										
	SumUP	£16.00										
22nd	JustGiving Donation					£376.51						

25th	T Holmes					MONTHLY MONTH INCOME						
26th	M Green					£2.00						
30th	D. Link funeral don					£85.00	£65.00					
30th	SB Café 27/5	£53.36				£0.48			£37.00			
	cash	£59.64										
	SumUP	£32.00										
Monthly	total	£699.00	£0.00	£0.00	£125.00	£1,074.10	£175.00	£0.00	£97.00	£0.00	£0.00	£2,170.10
June '23												
2nd	M Metcalfe						£ 10.00					
14th	Mr&Mrs Holroyd					£ 10.00						
14th	C Crowther						£ 100.00					
15th	Halifax café 5/6	£ 120.40							£ 18.00			
	cash	£ 75.00										
	SumUp	£ 18.00										
15th	SB café 10/6	£ 190.71				£ 10.00			£ 44.00			
	cash	£ 23.99										
	SumUp	£ 18.00										
20th	SumUp café 19/6	£ 20.00										
26th	T Holmes					£ 25.00						
26th	M Green					£ 2.00						
26th	SumUp café 26/6	£ 10.00										
Monthly	total	£ 476.10	£ -	£ -	£ -	£ 47.00	£ 110.00	£ -	£ 62.00	£ -	£ -	£ 695.10
July '23												
3rd	Just Giving donation					£ 9.60						
4th	McCarthy Stone										£ 970.00	
6th	M Metcalfe						£ 10.00					
10th	Halfax Cafe3/7	£ 117.48				£ 70.85		£ 20.00	£ 12.00			
	cash	£ 45.45										
	SumUp	£ 10.00										
10th	SB Café 24/6	£ 92.50			£ 100.00				£ 25.00			
	cash	£ 40.00										
10th	Halifax café 19/6	£ 99.40				£ 53.00			£ 12.00			
	cash	£ 43.10										
10th	SB Café 8/7	£ 166.10							£ 31.00			
	cash	£ 66.89										
	SumUp	£ 16.00										
14th	Mr&Mrs Holroyd					£ 10.00						

<b>17th</b>	C Crowther					<b>MONTH BY MONTH INCOME</b>						
<b>18th</b>	Harveys Café 17/7	£ 123.90						£ 15.00				
	cash	£ 80.00										
<b>24th</b>	SB Café 22/7	£ 215.69				£ 6.96		£ 41.00				
	cash	£ 45.00										
<b>25th</b>	T Holmes						£ 25.00					
<b>26th</b>	M Green					£ 2.00						
<b>Monthly</b>	<b>total</b>	<b>£ 1,161.51</b>			<b>£ 100.00</b>	<b>£ 152.41</b>	<b>£ 135.00</b>	<b>£ 20.00</b>	<b>£ 136.00</b>		<b>£ 970.00</b>	<b>£ 2,674.92</b>
<b>August '22</b>												
<b>2nd</b>	Just Giving					£ 86.69						
<b>4th</b>	Tesco Bookstall							£ 33.05				
<b>7th</b>	M Metcalfe						£ 10.00					
<b>7th</b>	Just Giving					£ 213.01						
<b>10th</b>	Joan Gelder remem					£ 500.00						
<b>14th</b>	Mr&Mrs Holroyd					£ 10.00						
<b>15th</b>	C Crowther						£ 100.00					
<b>18th</b>	J Hurling				£ 60.00							
<b>21st</b>	Tesco Bookstall							£ 39.13				
<b>21st</b>	Halifax Café 7/8	£ 142.02				£ 7.10	£ 500.00		£ 15.00			
	cash	£ 52.98										
	SumUp	£ 12.00										
<b>21st</b>	Tesco Bookstall							£ 61.28				
<b>21st</b>	SB Café 12/	£ 200.65							£ 28.00			
	cash	£ 40.00										
	SumUp	£ 19.00			£ 50.00							
<b>23rd</b>	Tesco Bookstall							£ 48.64				
<b>22nd</b>	Just Giving					£ 86.60						
<b>23rd</b>	Halifax Café 21/8	£ 167.00				£ 2.75			£ 18.00			
<b>23rd</b>	cash	£ 45.00										
	SumUp	£ 5.00			£ 159.00							
<b>23rd</b>	Trips7&21st Sept				£ 475.00							
<b>23rd</b>	Tesco Bookstall							£ 40.75				
<b>23rd</b>	Tesco Bookstall							£ 37.17				
<b>25th</b>	T Holmes						£ 25.00					
<b>29th</b>	S Hewitson/scooter					£ 150.00						
<b>29th</b>	M Green					£ 2.00						
<b>29th</b>	Just Giving					£ 4.74						
<b>29th</b>	SumUp cafe26/8	£ 37.00										
<b>Monthly</b>		<b>£ 720.65</b>			<b>£ 744.00</b>	<b>£ 1,062.89</b>	<b>£ 635.00</b>	<b>£ 260.02</b>	<b>£ 61.00</b>		<b>£ -</b>	<b>£ 3,483.56</b>

					MONTH BY MONTH INCOME							
<b>Sept '23</b>												
<b>4th</b>	Trips 7th&21st				£ 300.00							
<b>4th</b>	Tescos bookstall							£ 27.73				
<b>4th</b>	SB Café 26/8	£ 130.75				£ 1.40			£ 37.00			
	cash	£ 75.00										
<b>4th</b>	Tesco bookstall							£ 39.77				
<b>4th</b>	JustGiving					£ 24.01						
<b>5th</b>	M Metcalfe						£ 10.00					
<b>8th</b>	Rushbearing Fair							£ 30.00				
<b>8th</b>	Trips 7th&21st				£ 370.00							
<b>8th</b>	Halifax café 4/9	£ 179.10				£ 16.50			£ 24.00			
	cash	£ 20.00										
	SumUp	£ 25.00			£ 75.00							
<b>11th</b>	Trips 7th &21st				£ 85.00							
<b>11th</b>	SB Cafe9/9	£ 110.05				£ 40.00			£ 27.00			
	cash	£ 45.00										
	SumUp	£ 35.00			£ 100.00							
<b>14th</b>	J Holdroyd					£ 10.00						
<b>15th</b>	C Crowther						£ 100.00					
<b>15th</b>	Mr&Mrs Walker				£ 35.00							
<b>19th</b>	Crow Wood Park							£ 234.00				
<b>20th</b>	Halifax café 18/9	£ 151.94				£ 1.23			£ 21.00			
	cash	£ 44.45										
	SumUp	£ 41.00			£ 20.00							
<b>20th</b>	Elland fair 17/9					£ 7.60		£ 94.50				
<b>20th</b>	trip monies				£ 305.00							
<b>25th</b>	T Holmes						£ 25.00					
<b>25th</b>	Narrowboat trip				£ 90.00							
<b>25th</b>	SB café 23/9	£ 115.50										
	cash	£ 65.00										
	SumUp	£ 54.00										
<b>28th</b>	M Green				£ 2.00							
<b>30th</b>	SumUp fee	£ 5.47			£ -							
					£ -							
<b>Monthly</b>	<b>total</b>	<b>£ 1,097.26</b>			<b>£ 1,382.00</b>	<b>£ 100.74</b>	<b>£ 135.00</b>	<b>£ 426.00</b>	<b>£ 109.00</b>			<b>£ 3,250.00</b>
<b>October</b>												
<b>5TH</b>	John & Eric				£ 10.00							
<b>5th</b>	M Metcalfe						£ 10.00					
<b>16th</b>	C Crowther						£ 100.00					

[illegible]



[illegible]

[illegible]

6th	M Metcalfe					MONTH BY MONTH INCOME						
7th	G Shaw legacy					£ 6,244.80						
8th	Halifax café 4/3	£ 128.80				£ 5.95			£ 15.00			
	cash	£ 45.00										
	SumUp	£ 35.00										
14th	J Holroyd					£ 10.00						
15th	C Crowther						£ 100.00					
18th	SB café 9/3	£ 183.04				£ 4.50			£ 24.00			
	Cash	£ 56.32							£ 29.00			
	SumUp	£ 18.00										
18th	Just Giving					£ 203.85						
19th	Just Giving					£ 49.40						
20th	Concert for young	£ 4.92										
25th	T Holmes						£25.00					
26th	M Green					£2.00						
27th	E Johnson Funeral					£163.00						
27th	SB Café 23/3	£211.70							£33.00			
	cash	£55.29										
	SumUp	£35.00										
27th	Halifax café 18/3	£131.20				£50.00			£12.00			
	cash	£79.70										
	SumUp	£32.00										
MONTHLY	TOTAL	£1,015.97				£6,733.50	£135.00	£0.00	£113.00			£7,997.47
Yearly Total		£11,287.24	£7.50	£9.99	£4,560.00	£11,242.95	£2,552.35	£2,145.02	£1,069.40	£0.00	£970.00	£33,844.45

## MONTH BY MONTH INCOME

[illegible]

## MONTH BY MONTH INCOME

[illegible]

On Wednesday, 8<sup>th</sup> May, 2024, I undertook an examination of the accounts of Memory Lane Café Calderdale, which included the income and expenditure for the accounting period 1<sup>st</sup> April, 2023 – 31<sup>st</sup> March, 2024, and found them to be correct.

I have not carried out a full audit.

Dated <sup>8<sup>th</sup> May</sup> ~~January~~, 2024

Signed .....  
Richard Goodwin (INCOME STATEMENT NOT INITIALED)