



Holt & District Dementia Support



Annual Report 2020 - 21

Trustees' Annual Report for the period 2020 - 2021

Period start date: 1st April 2020
March 2021

Period end date: 31st

Charity name: Holt & District Dementia Support

Charity registration number: 1179793

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 charity are set out in our Constitution and are summarised as follows:</p> <p>The promotion of social inclusion amongst those living with dementia and their carers within Holt and the immediate surrounding district to a radius of 8 miles who are socially excluded from society, or parts of society, as a result of their disability by:</p> <ol style="list-style-type: none"> 1. Providing support and services appropriate to their needs; 2. Developing greater awareness and understanding of dementia issues within our local community; 3. Establishing and developing networks and links with other service providers and businesses to enable us to support and develop a local dementia friendly community; 4. Providing accessible information on how to access advice, support and services for people living with dementia and their carers; and 5. Providing social support and access to activities through the provision of a dementia-friendly café, home visiting support and other activities.
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>Activities</p> <p>Holt & District Dementia Support has continued to try and meet its aims and objectives throughout 2020-21. The trustees consider these were directed entirely for the benefit of those living with dementia and their carers. All services were delivered free of charge although donations were welcomed.</p> <p>The activities / services delivered to meet these objectives</p>

have included the following:

Poppy Café

The organisation provides a weekly drop-in Poppy Café for people living with dementia and their carers. Each session lasts two hours and is staffed by volunteers and managed by a co-ordinator.

The Café offers –

- Opportunities for support in a safe, friendly and relaxed environment;
- Social contact and friendship, allowing families and carers time to share ideas and information;
- A wide selection of activities including a monthly session of music and singing;
- Refreshments including tea, coffee and cakes;
- Access to visiting health care professionals and members of other voluntary organisations;
- Information leaflets on available resources and access to a library of books on dementia care.

Poppy Home Visiting Service

The charity provides an additional Poppy Home Visiting Service that offers respite for families and carers who look after those with dementia in their own homes.

This service –

- Is provided by volunteers who offer company, support and reassurance to the client and enable carers to take time out;
- Is undertaken by volunteers that have successfully completed training in Adult Safeguarding, Communication skills, Dementia Awareness and Lone Working and who have received clearance via the DBS screening service;
- Provides visits lasting up to a maximum of 3 hours;
- Offers visits on a weekly, fortnightly, monthly or occasional basis and these are pre-arranged to suit both the clients and families' needs;
- Ensures that all visits are risk assessed, planned and coordinated.

Poppy PM

Poppy PM is a new service that commenced on the 12 March 2020 to provide carers with an additional opportunity for respite. The service is provided on two

	<p>afternoons a month and carers are able to leave the person living with dementia in the care of volunteers while they have two hours to themselves.</p> <p>The clients are catered for in a therapeutic environment that offers social interaction, individual activities and refreshments. Poppy PM specifically focuses on providing a quieter environment for those clients that can no longer cope in a more stimulating setting.</p> <p>Poppy Cinema</p> <p>Vintage films are shown locally, several times a year that are open to clients, carers and the general public. The films are chosen to bring back happy memories, spark conversation and provide an opportunity for a social get-together. The films are all 'Golden Oldies' and are shown as matinees and include refreshments during the interval. This service did not operate in 2020-21.</p> <p>Partnership working</p> <p>The Chair and Lead for Networking actively contribute to the local Dementia Friendly Community meetings and other members attend various health, social care and voluntary fora and meetings focused on services that support those living with dementia and their carers.</p> <p>The organisation also has linkage with the University of East Anglia research unit into dementia and provides information to those living with dementia and their carers on possible participation in current research.</p> <p>Public information and advice</p> <p>Holt & District Dementia Support reaches out to the public to publicise its activities and services to ensure that those needing support are able to access its services. This occurs via its website, posters and leaflets in public places and local publications.</p> <p>Leaflets on other local and national resources and voluntary groups providing services for this client group are made available at the Poppy Café, Poppy PM and online.</p> <p>Training</p> <p>The organisation usually offers dementia awareness training to local businesses and organisations and opens its in-house training for volunteers to other local organisations that might have either staff members or volunteers who could benefit from the training sessions. All new volunteers are required to attend 'Understanding</p>
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		<p>Dementia' and Safeguarding training as soon as possible after joining the organisation. Due to the pandemic no face to face training has been possible in 2020-21 but training sessions have now been scheduled for the coming year.</p> <p>Performance review</p> <p>Prior to the Annual General meeting all volunteers and clients are requested to provide feedback on the organisation's services and approach via a survey which can be submitted anonymously. The results of these various surveys are analysed and reported at the Annual General meeting. This year the questions have been adjusted to ascertain how well clients, carers and volunteers have felt supported during the pandemic.</p> <p>Additional details of objectives and activities</p> <p>Website</p> <p>Holt & District Dementia Support provides a website that provides details of all its services and activities plus contact details for the organisation and other voluntary or statutory services that families living with dementia may need to access. This has been upgraded during the last year and has been audited and adjusted to meet the statutory standards of accessibility.</p> <p>Newsletter</p> <p>The charity provides a regular newsletter which had been published quarterly until the pandemic began, but then moved to once a fortnight so that communication with those locked down at home was maintained. The Newsletter expanded to include activities to do at home such as puzzles and crosswords as well as articles and useful information for clients, carers and volunteers. This was provided electronically to volunteers and clients alike but was delivered in hard copy to those not online.</p> <p>Fund raising</p> <p>The charity provides all its services free of charge but welcomes donations. Where applicable the organisation applies for relevant grants either locally or nationally and has benefitted from local organisations and individuals raising money on its behalf.</p>
Statement confirming whether the trustees have had regard to the guidance issued	Para 1.18	The trustees have due regard to the requirement to ensure that the activities of the organisation are directed at ensuring public benefit in accordance with the guidance issued by the Charity Commission.

by the Charity Commission on public benefit		
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not make grants to individuals or other organisations.
Policy on social investment including program related investment	Para 1.38	The charity does not invest in other social programmes apart from those provided by the organisation.
Contribution made by volunteers	Para 1.38	<p>Volunteers are the lifeblood of the charity and without the interest and support of our volunteers the charity would not be able to provide any of its services. They contribute their time, interest and practical support to ensuring that the charity can offer its services to clients and carers. They also each contribute the benefit of a wealth of experience and knowledge that is of inestimable value to the clients and carers alike.</p> <p>In 2020-21 many volunteers committed to maintaining a service to those living with dementia, their carers and families throughout the pandemic and the successive lockdowns. Others had to temporarily withdraw from active participation due to the requirement to shield.</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 1.20	<p>During 2020/21 Holt & District Dementia Support pursued its charitable aims throughout the pandemic and in so doing met its duty to deliver public benefit.</p> <p>This financial year began as the pandemic took hold and just after the onset of Lockdown 1. This significant event particularly affected those living with dementia and their carers. Families were isolated without their usual framework of support and those living with dementia struggled to comprehend what was happening and to follow the ever-changing rules. Clients experienced functional deterioration in their condition with loss of skills and residual mental abilities, brought on to a significant</p>

	<p>extent by social isolation and lack of stimulation. Many carers were driven to the edge of being able to cope.</p> <p>The organisation set out to maintain its support for families living with dementia within the restraints of the statutory rules and adhering to best practice in ensuring the health and safety of clients, carers and volunteers. When Poppy Café resumed in March 2021 the organisation ensured that all the volunteers on the rota for the Café had received at least the first dose of the vaccine before attending the Café as a volunteer.</p> <p>The organisation's main achievements during 2020-21 were as follows:</p> <p>Poppy Café</p> <p>The Cafe stopped being provided as soon as Lockdown 1 commenced, with the last Café being held on the 10th March 2020. It remained closed until the 28th July 2020 when the first wave of Covid-19 had subsided and the local transmission rates had significantly fallen. The opening was subject to a detailed risk assessment and specific guidelines were put in place for clients and volunteers, carers were encouraged not to stay This enabled the carers to have much needed respite time and reduced the numbers of people present within the environment and helped to ensure safe social distancing.</p> <p>Initially there were fewer volunteers available but it proved possible to offer a weekly Café until the 22nd December 2021 when rising numbers of local infections and the arrival of the Kent variant led to a further suspension of services.</p> <p>During the period when the Poppy Café was able to operate, volunteers focused on not only providing an opportunity for social interaction, but also strove to create a therapeutic environment to maintain and where possible, regain functional capacity. This was particularly important for those clients whose speech and social skills had significantly deteriorated.</p> <p>During 2020-21 the Café started to utilise an interactive white board which enabled clients to participate orally in completing simple jigsaws and word searches and to view background pictures of local settings to help initiate memories and conversations with volunteers.</p> <p>Other activities offered included crafts, games and quizzes but the popular 'Singing Café' could not take place due to the Covid-19 restrictions. However, it was possible to provide some musical input through recorded music during Café sessions and on two occasions, a socially distanced service within the local church specifically for the clients led by the Samphire Singers.</p>
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Unfortunately, this year there were no visits to the Café from other local voluntary groups and services apart from visits by the local clergy.

The number of clients present varied between 3 at the lowest up to 10 per week, averaging at approximately 7 per week over the 26 weeks that it was possible to operate. Most were brought by either family or professional carers although one client attended unaccompanied. Some families felt unable to attend throughout the year for fear of infection. The significant feature of this last year has been the number of clients who have been significantly unwell during the year and not necessarily with Covid-19. This has led to a number of hospital admissions and a deterioration in the physical and mental health of clients. Four clients have moved into permanent residential or nursing care as families were no longer able to manage at home and two clients have sadly died. However, four new clients have joined the Poppy Café and clients who have shielded at home throughout the pandemic are now beginning to return.

Poppy PM

Poppy PM began in March 2020 in response to a need expressed by carers for more respite time. The service was initially scheduled to be available two afternoons a month but unfortunately the arrival of Covid-19 curtailed its provision almost immediately. Poppy PM re-commenced in October 2020 with 5 sessions being held before it was once more suspended in December 2020. It began again on the 8th April 2021 and is once more being provided on two afternoons per month. Initial attendance was low but 7 attended the last session.

Poppy PM has provided a quieter, more relaxed environment for clients. Regular attendance by a visiting pianist has helped to enhance the sense of relaxation and clients have enjoyed hearing familiar songs.

Poppy Home Visiting Service

During this past year, the Poppy Home Visiting Service was particularly affected by the pandemic with the Service closed from April - August 2020 and also from January - March 2021. The Service was therefore only available for four months from September - December 2020. During this period the Service operated with 15 volunteers who undertook 133 visits with 11 clients.

During the year one client moved into a care home and was discharged from the service but three new clients have either applied directly or have been referred for home visiting. The organisation has also welcomed three additional volunteers as home visitors while six volunteers have had to stand down during the year.

The Service has been welcomed by clients and carers alike as lockdown restrictions have led to many being trapped at home without any outside company or stimulation during a very challenging period.

When visiting has been possible, the usual range of activities undertaken have included: conversation, listening to music, being read to, looking at picture books and old photographs, singing, colouring pictures, jigsaw puzzles, simple card or board games.

Response to Covid-19

All the charity's routine services were suspended during the successive lockdowns. In response to this, the organisation instituted a support programme in which named volunteers regularly contacted clients and carers by telephone at least once a week, offering an opportunity to chat and discuss concerns plus, for those that requested it, assistance with shopping, collecting medicines, occasional gardening or a chat on the door step with social distancing in place. Some clients were provided with activities they could do at home such as colouring and quizzes.

This proved to be a very worthwhile service providing a link and support to clients who at the time were feeling isolated and anxious.

Poppy Cinema

The usual programme of vintage films had to be cancelled this year and no films were shown.

Partnership working

Holt & District Dementia Support has continued to work with other partner organisations to strengthen services for those living with dementia.

During 2020-21 none of the usual partnership meetings have taken place but the organisation has taken part in a number of online meetings organised by the local authority or carer organisations. One to one electronic support has been established with other voluntary groups in the county providing services to families living with dementia.

Close ties have been maintained with the local parish church to ensure that services were maintained to vulnerable clients throughout the pandemic.

The Lead for Networking has stood down from the role which has been taken on by the Client and Carer representative on the Working Committee. Contact with the local Carers Matter voluntary group has continued and

		<p>information from them has been shared with clients and carers.</p> <p>The Chair of the organisation has taken part in online meetings with other dementia friendly organisations within the county, facilitated by Norfolk County Council. These looked at sharing ideas and best practice on supporting clients during the pandemic.</p> <p>Through involvement in the local dementia friendly community, the organisation has been able to contribute to discussions relating to the provision of a care home facility within the town that will cater for people living with dementia.</p> <p>Performance review</p> <p>Clients and carers at each of the organisation's services are issued with a survey questionnaire each year as are all volunteers within the organisation. The results of the 2019-20 surveys were analysed and reported this year as part of an electronic Annual General meeting held in August 2020. Comments were very positive and suggestions contributed to the formation of Poppy PM.</p> <p>The surveys for 2020-21 were circulated in March 2021 and will be reported at the forthcoming Annual General Meeting in May 2021. This year the surveys have concentrated on questions related to the organisation's response to the pandemic.</p> <p>Public information</p> <p>During the year the opportunities for provision of public information have been limited. Communication has concentrated on existing clients and their families but earlier publicity has ensured that the organisation has continued to receive applications from individual clients' families during the year as well as referrals from both health and social care professionals.</p> <p>During the year a further review and updating of the website took place to ensure that it is compliant with the Web Accessibility Content Guidelines 2.1. Additional upgrades took place to provide a simple donation button to facilitate giving by those who wished to donate to the work of the organisation.</p> <p>The operational Working Committee of the organisation recognised the need to strengthen its communication with</p>
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		<p>clients, carers and volunteers at an early stage in the pandemic. This has been facilitated by moving the original quarterly Newsletter to a fortnightly production. This has enabled everyone to stay in touch and to receive valuable information on local services being provided throughout the pandemic as well as one page of fun activities to do at home.</p> <p>Education & Training</p> <p>It has not been possible to offer regular training sessions during 2020-21 due to the restrictions in place as a result of the pandemic. New volunteers have been offered one to one support and supervision on joining the organisation.</p> <p>Understanding Dementia and Safeguarding Adults training for new volunteers and update training for existing volunteers has been scheduled for 2021 once lockdown restrictions have been lifted.</p> <p>Hygiene and kitchen safety training sessions have been scheduled for May/June 2021 on a one-to-one basis to ensure social distancing at all times.</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>The charity has achieved against all its agreed objectives despite the restrictions imposed by the response to the pandemic. It has continued to provide its services when safe to do so and has offered personal telephone support and assistance when that has not been possible.</p> <p>It remains focused on raising awareness about the needs and interests of those living with dementia, sharing information with partnership organisations and helping to raise the profile of those living with dementia when new developments are envisaged in the local community.</p> <p>The organisation has ensured that communication with families living with dementia and the public has been assured through the provision of the fortnightly Newsletter and website.</p> <p>Holt & District Dementia Support did not withdraw from providing its services during the last year but instead looked for innovative ways to make sure it continued to support those families known to it and to reach out to others struggling to cope with the challenge of dementia in the most difficult of times.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>The charity does not set itself any objectives in terms of fundraising but has been fortunate to receive contributions towards its services from the continued support of local people, businesses and individuals who have benefitted from the service.</p>

Investment performance against objectives	Para 1.41	The charity does not have any objectives in relation to investments.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Cash held at the bank totalled £15k at 31 March 2021, following an excess of receipts over expenditure of £100 for the year ended 31 March 2021.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The main financial risk to the charity is reduced donations and the reserves are held to cover operational costs in the event of a loss of income, to meet the costs of possible new initiatives and to meet any unforeseen expenditure that may occur. It is the charity's policy to maintain reserves that would cover 24 months activity in the event of a loss of income. Expenditure totalled £3k for the year ended 31 March 2021.
Amount of reserves held	Para 1.22	The reserves held at 31 March 2021 totalled £15k.
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	The Covid-19 pandemic led to the suspension of the charity's services to those living with dementia and their carers throughout significant parts of the year but the organisation has remained active in other ways and continues as a going concern.

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	The charity's principal source of funds is from donations. These come from the clients and carers who use the services, fundraising initiatives by local individuals, organisations, businesses and from bequests. The charity applies for community grants where applicable but did not receive such a grant in 2020-21.
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	<p>Risk Management</p> <p>The charity has a proactive approach to risk management. The Trustees have identified their key risks and have in place a risk management plan to manage and mitigate the identified risks. This is monitored regularly and updated as required.</p> <p>The risk register of key risks identified the potential health & safety risks associated with infection risks to clients and volunteers and has been regularly updated in light of the Covid-19 pandemic and this is now identified as the organisation's principal risk to its services.</p> <p>The Home Visiting Service undertakes a risk assessment on all new clients and the subsequent risk management plan is made available to all volunteers visiting the client and this is updated as required.</p> <p>Specific guidance is available for volunteers at both the Poppy Café and the Home Visiting service to manage risks associated with the health and well-being of clients. This guidance is brought to the attention of all new volunteers with the service as part of the volunteer's induction to the organisation.</p> <p>Checks with the Disclosure and Barring Service are undertaken for all members who exercise positions of responsibility within the organisation and all those who volunteer as Home Visitors to ensure protection for our vulnerable clients.</p> <p>Public liability insurance is in place plus additional accidental cover for volunteers undertaking duties with the organisation.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Holt & District Dementia Support is governed by a Constitution that was agreed and ratified by the entire membership when the organisation registered with the

		Charity Commission in September 2018.
How is the charity constituted?	Para 1.25	The organisation is registered as a 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	<p>Recruitment and appointment of trustees</p> <p>Trustees are appointed from within the membership of the organisation and are elected by those members that are in attendance at the Annual General meeting.</p> <p>Trustees are proposed and seconded by current members and are required to indicate their willingness to take on the additional responsibilities associated with being an officer within the organisation and the duties and responsibilities associated with being a trustee prior to the Annual General meeting. Members are eligible to be considered as trustees based on their personal abilities, specialist knowledge and skills and commitment to the aims and objectives of the organisation.</p> <p>If a trustee vacancy occurs before the Annual General meeting is due to take place the existing trustees will appoint an interim trustee to ensure continuity of governance and the appointment will be subject to a vote of the membership at the next Annual General meeting.</p>

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	<p>Induction and training of trustees</p> <p>On appointment as a trustee, the appointee is provided with an introduction to the role by an existing trustee and given a copy of the Constitution and the organisation's policies and procedures. In addition, the new trustee is directed to the guidance issued by the Charity Commission on the duties and responsibilities associated with being a trustee and the importance of public benefit.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>Organisational structure</p> <p>The charity has a well understood structure that supports good governance and operational management.</p> <p>The charity trustees are responsible for exercising responsibility for the corporate governance of the organisation, setting its strategic direction and ensuring compliance with both its Constitution and the requirements of being a Charitable Incorporated Organisation.</p> <p>The operational management of the various services provided by the charity are overseen by the Working</p>

		<p>Committee, which comprises the trustees plus other appointees and advisors that contribute specific knowledge and expertise. The trustees and members of the Working committee receive no remuneration other than payment for incidental expenditure associated with undertaking their role as either committee members or as volunteers. All give of their time freely.</p> <p>During 2020-21 the trustees agreed to increase the number of trustees from 5 to 6 to ensure that the Lead for Poppy PM is included alongside the other service leads as a trustee. This was approved at the Annual General Meeting.</p> <p>The Trustees' committee and the Working Committee meet six times a year with the Trustee committee meeting preceding that of the Working committee if there are items to discuss that are only relevant to the trustees. Otherwise the meetings are integrated. Each committee has specific terms of reference which ensure that responsibilities, delegation and decision-making is clearly defined and duplication is avoided. Both committees are chaired by the Chair of the organisation to ensure continuity and good communication between both committees.</p> <p>Volunteers are core to the organisation and are recruited from the general public and specifically for their commitment to the aims and objectives of the organisation in supporting those living with dementia and their carers. Volunteers are invited to attend a meeting twice a year to ensure that all members have an opportunity to contribute to the direction of the organisation and to discuss issues with the membership of both committees. All members are invited to attend the Annual General meeting.</p> <p>In addition to the Constitution, Holt & District Dementia Support has a suite of policies to support good governance including policies on Safeguarding, Recruitment, Data Protection and Lone Working and all members are directed to these policies on joining the charity. This guidance is supplemented by a comprehensive handbook that is issued to all new members.</p> <p>Training is provided to all new volunteers who have been accepted as members through the recruitment process including training on dementia awareness, safeguarding and communication skills. Bespoke training is arranged when specific issues arise such as Data Protection training when the General Data Protection Regulations were</p>
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enacted.

H&DDS ORGANISATIONAL STRUCTURE

TRUSTEES

- Chair
- Deputy Chair/ Lead for Home Visiting
- Treasurer
- Administrator
- Lead for Poppy Café
- Lead for Poppy PM

THE WORKING COMMITTEE

- Trustees
- Lead for Media / Newsletter
- Administrator for Poppy Café
- Client & Carer representative
- Appointed members
- Representatives from associated organisations

MEMBERS

Current volunteers who have completed the recruitment process

Relationship with any related parties	Para 1.51	<p>Relationship with related parties</p> <p>The charity is an active participant in the local Dementia Friendly Community programme, supporting initiatives to engage with local businesses, consulting with the local council and health authorities about local provision for those families living with dementia and providing dementia awareness information and training.</p> <p>The charity is also in regular contact with other charities in this field such as AgeUK, the Alzheimer's Society, the Admiral Nursing Service and the local Dementia Action Alliance so that advice, support and service provision is integrated and focused on the needs of the local client group.</p>
Other		

Reference and Administrative details

Charity name	Holt & District Dementia Support
Other name the charity uses	
Registered charity number	1179793
Charity's principal address	Hanworth House 23 Cromer Road Holt NR25 6EU

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	Claire Roberts	Chair	Whole period	Membership of organisation
2	Eleanor Sidgwick	Deputy Chair / Lead for Home Visiting	Whole period	Membership of organisation
3	David Sidgwick	Treasurer	Whole period	Membership of organisation
4	Kate Gosden	Administrator	Whole period	Membership of organisation

5	Steven Glenister	Lead Coordinator for the Poppy Cafe	Whole period	Membership of organisation
6	Isobel Horsley	Lead Coordinator for Poppy PM	Whole period	Membership of organisation

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

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
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
Admiral Nurse	Sarah Farmer-Wright	https://www.dementiauk.org/get-support/find-an-admiral-nurse/
Examiner	Angela Harcourt	Hard Farm, Little Marsh Lane, Field Dalling, Holt, NR25 7LL
Bank	Manager, Barclays Bank	16 High Street, Holt, NR25 6BQ

Name of chief executive or names of senior staff members (Optional information)

Working Committee

Trustees plus:

Lead for Communications, Media Relations and Website – Sue Wharfe

Administrator for Poppy Café – Lee Rix

Representatives from:

Glaven Caring – Maureen Buckey

Clients, Carers and Networking – Helen Banham

Exemptions from disclosure

Reason for non-disclosure of key personnel details

All disclosed

Other optional information

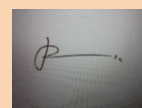
Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature(s)

Claire Roberts



Full name(s)

Claire Roberts

David Sidgwick

**Position (eg
Secretary, Chair,
etc)**

Chair

Treasurer

Date

17 May 2021

Holt & District Dementia Support

Annual Report 17th May 2021

Registered Charity No. 1179793



BALANCE SHEET

AS AT 31 MARCH 2021

31.03.20			31.03.21
£		£	£
GENERAL FUND			
11,667	Balance brought forward	15,028.18	
3,361	Add: Excess of receipts for the year	<u>69.30</u>	15,097.48
<u>£15,028</u>			<u>£15,097.48</u>

Represented by:

ASSETS			
1,535	Cash at bank - current account	1,581.70	
13,493	deposit account	13,498.76	
0	Cash in hand	<u>17.02</u>	15,097.48
<u>£15,028</u>			<u>£15,097.48</u>

Independent Examiner's Report.

I confirm the accounts were presented, ready for examination.

In connection with my examination, no matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *Angela Marcourt* ANGEA MARCOURT

Address: *HARD FARM, FIELD DALLING NR25 7LL*

Date: *27/04/2021*

Registered charity number: 1179793

HOLT & DISTRICT DEMENTIA SUPPORT

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

2020				2021
£	£		£	£
RECEIPTS				
1,553		Donations at Poppy Café	674.41	
6		Donations at Poppy PM	64.60	
835		Home Visiting Service donations	210.00	
247		Gift Aid	231.98	
12		Sale of disabled toilet keys	5.00	
18		Deposit account interest	6.17	
0		Sundry income	1.00	
3,452	781	Fund raising	0.00	1,193.16
One-off donations:				
0		Legacy from Dr. Pearce	500.00	
320		Personal donations	647.48	
500		East of England Co-op	0.00	
411		High Kelling Social Club	0.00	
1,890		Fairfax & Favor	0.00	
3,321	200	Brits Charity Cricket	0.00	1,147.48
Donations in memory of:				
0		GW Townley	61.00	
0		Jill Deacon	155.00	
0		Irene Rowley	500.00	
0		Brenda Sowter	140.00	
135		Alan Ward	0.00	
520		Ken Gledhill	0.00	
70		Mrs PB Sweet	0.00	
482		Tony Gibson	0.00	
495		David Banham	0.00	
475		Bill Elliott	0.00	
2,646	469	Josie Grand	0.00	856.00
9,419		Balances carried forward		3,196.64

HOLT & DISTRICT DEMENTIA SUPPORT

RECEIPTS AND PAYMENTS ACCOUNT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

2020				2021
£	£		£	£
9,419		Balances brought forward		3,196.64
PAYMENTS				
		Poppy Café expenditure		
	1,585	Meeting room hire	756.00	
	474	Refreshments	200.31	
	167	Materials	66.90	
2,331	<u>105</u>	Volunteers' mileage & parking	<u>147.60</u>	1,170.81
		Poppy PM expenditure		
	0	Meeting room hire	131.25	
	0	Refreshments	6.00	
0	<u>0</u>	Volunteers' mileage & parking	<u>22.04</u>	159.29
		Home Visiting Service expenditure		
	924	Volunteers' mileage	399.45	
1,038	<u>114</u>	Receipts pads	<u>0.00</u>	399.45
		General expenditure		
	0	Covid costs (incl. PPE)	300.05	
	1,020	Website costs	270.00	
	257	Insurance	291.74	
	130	General mileage	85.23	
	123	Stamps, stationery, printer ink and paper	194.76	
	120	DBS checks	36.00	
	110	Gifts	98.84	
	189	Meeting costs (incl. room hire)	114.93	
	11	Volunteers' refreshments	6.24	
	108	Fund raising expenditure	0.00	
	113	Gift aid envelopes	0.00	
	434	Leaflets & posters	0.00	
	31	Volunteers' party	0.00	
	18	Display board	0.00	
	17	Disabled toilet keys	0.00	
2,689	<u>8</u>	Sundry expenses	<u>0.00</u>	1,397.79
<u>£3,361</u>		Excess of Receipts		<u>£69.30</u>