



Holt & District Dementia Support



Annual Report
2021 - 22

Trustees' Annual Report for the period 2021 - 2022

Period start date: 1st April 2021

Period end date: 31st March 2022

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 endeavoured to meet its aims and objectives throughout 2021-22. 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 have included the following:</p>

Poppy Café

The organisation provides a drop-in Poppy Café for people living with dementia and their carers. Carers are invited to leave the person living with dementia in the care of the Café volunteers and to enjoy some respite time to themselves. Each session lasts two hours and is staffed by volunteers and managed by a co-ordinator.

On the 10 January 2022 the organisation increased its provision by providing a second Café session on Monday mornings as well as the existing Tuesday morning sessions. The Monday Poppy Café aims to create a quieter environment for those clients that can no longer cope in a more stimulating setting. The additional session has also enabled the provision of a Covid-safe environment.

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 also provides a 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 provided on two afternoons a month and carers are encouraged to leave the person living with dementia in the care of volunteers while they have a period of time to themselves.

The clients are catered for in a therapeutic environment that offers social interaction, individual activities and refreshments.

Poppy Friends

Poppy Friends is a monthly support group for carers that commenced on Friday 28 May 2021.

Poppy Cinema

This service was initially suspended during the Covid pandemic and is now unlikely to resume. The local Community Centre is now showing vintage films which can be attended by our clients and carers.

Partnership working

The Chair is a member of the local Dementia Friendly Community and she and other trustees have developed ongoing relationships with local health and social care services. Referrals for support are received from the statutory services and voluntary organisations.

The Lead for Networking attends local meetings focused on services that support those living with dementia and their carers. Information is shared by email and at the monthly Carers meeting. Other voluntary organisations working with families living with dementia, such as the Alzheimer's Society, liaise with the organisation and have attended meetings to provide information and advice.

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.

Public information and advice

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.

Leaflets on other local and national resources and voluntary groups providing services for this client group are made available at the Poppy Cafés, Poppy PM and online.

Training

The organisation will provide dementia awareness training to local businesses and organisations that request it 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 Dementia' and Safeguarding training as soon as possible after joining the organisation. Face-to-face training has resumed in 2021-22 and additional presentations have been arranged for existing volunteers.

Performance review

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 help evaluate the effectiveness of our new service provision.

		<p>Additional details of objectives and activities</p> <p>Website 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 is kept updated and includes an online copy of the most up to date Newsletter. This was audited and adjusted to meet the statutory standards of accessibility in 2020-21.</p> <p>Newsletter The charity provides a regular bi-monthly newsletter which has been published throughout the pandemic. The Newsletter includes articles, details of activities and useful information for clients, carers and volunteers. This is provided electronically to volunteers and clients alike but is also available in hard copy for those not online.</p> <p>Fund raising 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 by the Charity Commission on public benefit	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.

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	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.

Contribution made by volunteers cont'd	Para 1.38	In 2021-22 the organisation provided its services throughout the year despite ongoing issues associated with the pandemic. Initially some volunteers were unable to participate in person due to issues associated with their own personal health but services were maintained with a core of volunteers. During the year most of our previous volunteers have returned to regularly volunteering at the Cafes and with Home Visiting. Despite the ongoing pandemic, new volunteers were recruited and enabled the organisation to expand its services to those families living with dementia.
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 2021-22 Holt & District Dementia Support pursued its charitable aims by maintaining its services throughout the pandemic and in so doing met its duty to deliver public benefit.</p> <p>This financial year began as the country was loosening its restrictions from the last lockdown. Experience from earlier lockdowns had shown that those living with dementia and their carers had been particularly adversely affected by the restrictions and the organisation was keen to resume its services as soon as it was safe to do so.</p> <p>Throughout the pandemic there was a loss of clients as families felt no longer able to manage at home and those living with dementia experienced an acceleration in cognitive decline and loss of functional ability secondary to social isolation. A number of former clients moved into permanent residential care and sadly a few died during this period. However, the resumption of activities led to an almost immediate surge of interest from new clients as families that had survived the pandemic now sought help.</p> <p>The organisation continued 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.</p> <p>The organisation's main achievements during 2021-22 were as follows:</p> <p>Poppy Café</p> <p>Poppy Cafe has been provided throughout 2021-22. The number of clients attending per month rose from 27 in April 2021 to a peak of 67 in November 2021. The onset of winter with its corresponding rise in incidence of Covid-19, meant that such numbers were not sustainable in a Covid-safe manner so the decision was made to offer an additional Poppy Café session on Monday mornings. This also enabled the organisation to vary the offering made and to provide care and social interaction within a quieter environment on the Monday, while maintaining a livelier provision on the Tuesday Café. This better met the needs of some clients whose degree of disability meant that they required a less stimulating environment.</p>

	<p>Both Poppy Cafes have continued to allow, and indeed encourage, carers to leave and have some time to themselves. Some carers chose to remain but for most it is a welcome opportunity to have some time away from their caring responsibilities.</p> <p>The resumption of services coincided with a marked rise in the number of new clients presenting at the Café. Articles in the local press and a publicity campaign supported this rise in interest, particularly as other local services were much slower to resume and indeed many services have failed to start again. Within the first three months of the year 8 new clients joined Poppy Café and a further 10 in succeeding months. This was counterbalanced by other clients going into permanent residential or nursing care homes.</p> <p>Volunteer numbers have varied and the arrival of the Omicron variant did lead to a number of volunteers, and indeed clients, having to withdraw for a period due to being infected with Covid-19. Over the year 3 new volunteers have come forward and have become active volunteers at the Cafés.</p> <p>Poppy Café has continued to focus on not only providing an opportunity for social interaction, but also aiming to create a therapeutic environment to maintain and where possible, regain functional capacity. This has been especially important for those clients whose speech and social skills have been affected by social isolation.</p> <p>During 2021-22 the Cafés have provided a range of activities including games, quizzes and occasional craft sessions. The use of an interactive white board has enabled some clients to participate in jigsaws and word searches on the bigger screen and also to enjoy background pictures and music that helps to initiate memories and conversations with volunteers.</p> <p>The resumption of the 'Singing Café' in September was a big step forward and it proved as popular as ever with both those living with dementia and their carers. During the year other musical events took place within the larger setting of the local church, including a visit from the lively Broadland Ukulele Group in August and special concerts from the Samphire Singers at key moments in the year, such as Christmas. Within the Tuesday Café setting there have also been visits by a small group of local singers led by Angela Dugdale.</p> <p>Regular monthly visits from a local PAT dog, Tilly, resumed during the year and helped to reach some of those living with dementia who find speech and oral expression difficult.</p> <p>In October 2021 there was a special Poppy Café which included a visit from Angela Bishop who presented a Moving Memories Cinema Reminiscence session, which involved props and pictures to initiate memories and conversation.</p> <p>Poppy PM Poppy PM began in March 2020 in response to a need expressed by carers for more respite time. The service was scheduled to be available twice a month but did not resume until April 2021 and since then has been provided on the second and fourth afternoons of the month.</p>
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	<p>Attendance has been variable but overall remains lower than for the morning Poppy Café sessions. Average attendance is 4+ but on eight occasions during this year, attendance has been below this figure.</p> <p>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.</p> <p>Poppy Home Visiting Service</p> <p>Poppy Home Visiting recommenced during April 2021, following the lifting of the second Covid-19 lockdown. During the pandemic there was a significant loss of clients with 2 passing away and 7 moving into residential care as the pandemic took its toll on carers. Since recommencing the service, the demand for support has grown with an additional 15 new clients taken on by the service. Our team of Home Visiting volunteers has continued to provide much valued respite for carers as well as providing social company for our clients.</p> <p>During the last year 3 volunteers have left the service and 4 have joined the Home Visiting team, leading to an overall gain of one volunteer.</p> <p>Thanks to the commitment of the volunteers, there have been a total number of 409 home visits during 2021-22. More referrals are currently being received so in order to continue to meet the rising demand and to provide a satisfactory service, the organisation is actively seeking a few more volunteers.</p> <p>Poppy Friends</p> <p>It was recognised that carers of our clients needed extra support and we could help by linking them with each other. In addition, bereaved ex-carers were also recognised as having ongoing needs as well as much to offer to new carers by supplying advice, anecdotes and friendship, so Poppy Friends was conceived. It was launched in May 2021 and has been meeting monthly ever since.</p> <p>Poppy Friends is a very informal support group, providing a place for carers, ex-carers or interested volunteers to meet, chat, share experiences, laugh, and discuss issues of concern with each other. The idea has been to provide mutual support in a neutral forum, including sharing information about available resources, services, and events.</p> <p>The organisation was fortunate in finding a venue at The Treehouse Café in Holt. A private space is provided plus access to the café serving delicious refreshments and most importantly, a warm welcome.</p> <p>The initiative has been successful with a core of 10-12 attending each month; enjoying the shared companionship and finding new friends. Ideas have been shared on diverse topics ranging from dealing with authorities and bureaucracy, finding respite or holiday breaks, to dealing with issues like incontinence, mood swings etc plus useful tips re: alarms and electronic aids. The main aim is to ensure carers value and look after themselves and seek help before a crisis occurs.</p>
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		<p>The organisation will review how carers can be supported to attend as disease progression may lead to those living with dementia being unable to be left alone for the duration of the meetings.</p> <p>Poppy Outings</p> <p>During 2021-22 the organisation managed two outings with clients and carers. The first involved holding the Tuesday Poppy Café session at the Feather's Hotel in Holt during the Holt Festival. Clients and carers enjoyed coffee and scones within the hotel setting.</p> <p>The second was a new venture in which both Home Visit clients and Café clients, plus their families, were invited to a bespoke open garden visit at Thorplands Hall, by kind invitation of the Savory family. Tea was provided and clients and carers were able to explore the lovely gardens. A number of carers stated that this was their first social outing in a number of years. Photographs taken on the day have been used on the interactive white board to initiate conversations during subsequent Poppy Café sessions.</p> <p>Response to Covid-19</p> <p>The charity has remained acutely aware that many of those living with dementia as well as some of the carers and a few volunteers could be at risk if infected with Covid-19. The risk of infection was subject to a risk assessment and safety measures were put in place including the provision of face masks and visors, hand gel on every table, improved ventilation and safe distancing where possible. Some volunteers chose to withdraw from active volunteering during the pandemic.</p> <p>The charity's routine services were suspended during the successive lockdowns but contact was maintained with all clients and carers. During 2021-22 the Poppy Café and Poppy PM continued throughout. The rise in Omicron in late 2021 did lead to some volunteers and clients being absent due to infection but none appeared to have become infected at the Poppy Café or Poppy PM.</p> <p>Partnership working</p> <p>Holt & District Dementia Support has continued to work with other partner organisations to strengthen services for those living with dementia.</p> <p>A new Lead for Networking was appointed and has maintained electronic contact with the local Carers Matter voluntary organisation and has passed on information and advice to carers.</p> <p>Referrals of clients and carers have been received from the Alzheimer's Society and local health and social care organisations. A representative of the Alzheimer's Society attended a meeting of carers held at the Lawns Hotel in Holt to provide a question-and-answer session. This was held on a Tuesday and attendance was facilitated by rostering extra volunteers so that all those living with dementia could be cared for while their carers attended the meeting.</p> <p>An Admiral Nurse Support Worker attended the Poppy Café on the 15 February 2022 and was able to speak to both those living with dementia and their carers.</p>
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		<p>Close ties have been maintained with the local parish church and with local businesses such as the Treehouse Café and local hotels, all of which have supported the organisation throughout the year and facilitated opportunities for the families of those 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.</p> <p>The surveys for 2020-21 were circulated in March 2021 and were reported at the Annual General Meeting in May 2021. These concentrated on questions related to the organisation's response to the pandemic. Both clients' families and volunteers felt supported during the pandemic. This year's questions have been circulated and will be reported at the Annual General Meeting on the 6 June 2022. This year the focus is on whether both clients and volunteers feel the new services are effective and supportive.</p> <p>Public information</p> <p>The organisation has begun to increase its level of public information once again with articles in the Holt Chronicle in both July 2021 and February 2022. The latter article led to a number of new volunteers coming forward to join the organisation.</p> <p>The website has continued to be updated regularly with information about current services and events. The bimonthly Newsletter is published online and there is access to all previous copies for those new to the site.</p> <p>Updates have also taken place to listings of the organisation on local authority information sites and those of partner organisations such as the Alzheimer's Society.</p> <p>Leaflets about the organisation's activities have been distributed widely throughout the local area.</p> <p>Education & Training</p> <p>Face-to-face training recommenced in 2021-22 and new volunteers have been provided with the opportunity to attend sessions on Understanding Dementia and Safeguarding Adults on joining the organisation. A training session on the Medical Management of Dementia was presented in February 2022 by a local clinician to all new and existing volunteers.</p> <p>Hygiene and kitchen safety training sessions have been provided on a one-to-one basis to those volunteering to work in the kitchen to ensure social distancing.</p> <p>In March 2022 the Volunteer Handbook was revised and re-printed and copies were given to all new and existing members.</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 difficulties arising from 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 publication of its Newsletter, website, articles in the local media and the distribution of leaflets about the charity's activities.</p> <p>Holt & District Dementia Support continued to support families throughout the pandemic and is proud to report that its volunteers rose to the challenge of looking 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. In 2021-22 the organisation welcomed the opportunity to expand its services to better meet the needs of those families living under the shadow of dementia.</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. In 2021-22 the charity received two substantial donations from the winding up of the Holt Friday Club and the High Kelling Society and a further donation from the Duncan Baker Marathon appeal.</p>
Investment performance against objectives	Para 1.41	<p>The charity does not have any objectives in relation to investments.</p>
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Cash held at the bank totalled £24k at 31 March 2022, following an excess of receipts over expenditure of £8.9k for the year ended 31 March 2022.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>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 expenditure in the event of a loss of income. Expenditure totalled £7.2k for the year ended 31 March 2022.</p>
Amount of reserves held	Para 1.22	<p>The reserves held at 31 March 2022 totalled £24k.</p>

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	Currently there are no uncertainties about the charity continuing as a going concern, but it cannot be ruled out that Covid-19 could still create some uncertainty going forward.

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	<p>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. In 2021-22 an amendment was made to the Constitution at an Emergency General meeting held on the 9 December 2021 as follows:</p> <ul style="list-style-type: none"> • Trustees to serve for 3 terms of three years before compulsorily having to stand down instead of 2 terms, with 2 trustees standing down each year to ensure continuity of oversight.
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 have been 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.</p> <p>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>
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<p>The charity's organisational structure and any wider network with which the charity works</p>	<p>Para 1.51</p>	<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 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>The Working Committee meets six times a year with a separate Trustee committee meeting preceding that of the Working committee meeting at least twice a year. 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>During 2021-22 the Lead for the Poppy Cafés stood down and the existing Lead for Poppy PM agreed to take on the responsibility for both the Poppy Cafes and Poppy PM.</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 Volunteer 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 needed.</p>
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		<p>H&DDS ORGANISATIONAL STRUCTURE</p> <pre> graph TD A["TRUSTEES Chair Deputy Chair/ Lead for Home Visiting Treasurer Lead for Poppy Cafés & Poppy PM Vacancy"] --> B["THE WORKING COMMITTEE Trustees Lead for Home Visiting Lead for Poppy Café & Poppy PM Lead for Media / Newsletter Lead for Networking / Carers Lead Rota Administrator Home Visitor Volunteer Poppy Café Volunteer Representatives from associated organisations"] B --> C["MEMBERS Current volunteers who have completed the recruitment process"] </pre>
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 Age UK, 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		
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Reference and Administrative details

Charity name	Holt & District Dementia Support
Other name the charity uses	
Registered charity number	1179793
Charity's principal address	39 Cromer Road Holt Norfolk 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	1 April 2021 – 17 May 2021	Membership of organisation
	Elizabeth Brett	Administrator	17 May 2021 – 6 October 2021	Membership of organisation
5	Steven Glenister	Lead Coordinator for the Poppy Cafe	1 April 2021- 24 January 2022	Membership of organisation
6	Isobel Horsley	Lead Coordinator for Poppy PM	Whole period	Membership of organisation
7	Vacancy			

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

Lead Rota Administrator– Lee Rix

Representatives from:

Poppy Cafe – Maureen Buckey

Home Visiting – Giselle Couch

Clients and Carers / Lead for Networking – Helen Banham

Exemptions from disclosure

Reason for non-disclosure of key personnel details

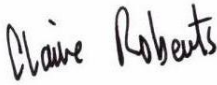

All disclosed

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)		
Full name(s)	Claire Roberts	David Sidgwick
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

6 June 2022

Holt & District Dementia Support

Annual Report 6 June 2022

Registered Charity No. 1179793



BALANCE SHEET

AS AT 31 MARCH 2022

31.03.21			31.03.22
£		£	£
GENERAL FUND			
15,028	Balance brought forward	15,097.48	
69	Add: Excess of receipts for the year	<u>8,907.81</u>	24,005.29
			<u>£24,005.29</u>
<u>£15,097</u>			
Represented by:			
ASSETS			
1,581	Cash at bank - current account	2,229.31	
13,499	deposit account	21,750.75	
17	Cash in hand	<u>25.23</u>	24,005.29
			<u>£24,005.29</u>
<u>£15,097</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 Harcourt*

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

Date: *19/05/2022*

Registered charity number: 1179793

HOLT & DISTRICT DEMENTIA SUPPORT

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

2021				2022
£	£		£	£
RECEIPTS				
	674	Donations at Poppy Café (Tuesday)	1,654.21	
	65	Donations at Poppy PM	337.51	
	0	Donations at Poppy Café (Monday)	115.45	
	210	Home Visiting Service donations	180.00	
	232	Gift Aid	560.12	
	5	Sale of disabled toilet keys	16.00	
	6	Deposit account interest	1.88	
	0	Commission from Amazon	10.39	
1,193	1	Sundry income	21.00	2,896.56
		One-off donations:		
	0	Winding-up donation from The Holt Friday Club	6,531.03	
	0	Winding-up donation from The High Kelling Society	1,000.00	
	0	Donation from The RC Snelling Charitable Trust re. Thorpland Hall Gardens	400.00	
	0	Norfolk Community re. Duncan Baker marathon run	1,219.08	
	0	Paul Basham Charitable Trust re. Duncan Baker marathon run	250.00	
	0	Blakeney PCC	500.00	
	0	Anonymous personal donation	1,000.00	
	527	Other personal donations	441.12	
1,027	500	Legacy from Dr. Pearce	0.00	11,341.23
		Donations in memory of:		
	0	Geoff Stace	439.43	
	0	Angela Ward	140.00	
	0	John Newman	147.35	
	0	Leslie Gaskins	441.27	
	0	Janette Fursse	551.84	
	120	Ken Gledhill	120.00	
	61	GW Townley	0.00	
	155	Jill Deacon	0.00	
	500	Irene Rowley	0.00	
976	140	Brenda Sowter	0.00	1,839.89
3,196		Balances carried forward		16,077.68

HOLT & DISTRICT DEMENTIA SUPPORT

RECEIPTS AND PAYMENTS ACCOUNT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2021					2022
£	£		£	£	£
3,196		Balances brought forward			16,077.68
PAYMENTS					
		Poppy Café (Tuesday) expenditure			
	756	Meeting room hire	1,543.50		
	200	Refreshments	547.69		
	67	Crafts, games and books	150.92		
	148	Volunteer's mileage & parking	244.40		
1,171	<u>0</u>	Lanyards	<u>25.98</u>	2,512.49	
		Poppy PM expenditure			
	131	Meeting room hire	603.75		
	6	Refreshments	32.79		
159	<u>22</u>	Volunteers' mileage & parking	<u>53.29</u>	689.83	
		Home Visiting Service expenditure			
399		Volunteers' mileage		1,062.52	
		Poppy Friends expenditure			
0		Space hire		77.00	
		Poppy Café (Monday) expenditure			
	0	Meeting room hire	252.00		
	0	Refreshments	44.59		
0	<u>0</u>	Volunteers' mileage	<u>12.00</u>	308.59	
		General expenditure			
	270	Website costs	390.00		
	292	Insurance	291.74		
	85	General mileage	70.87		
	195	Stamps, stationery, printer ink and paper	219.62		
	36	DBS checks	24.00		
	99	Gifts	140.62		
	115	Meeting costs	294.72		
	6	Training costs	124.44		
	300	Covid costs (incl. PPE)	0.00		
	0	Christmas presents clients	158.98		
	0	Piano music	10.00		
<u>1,467</u>	<u>1,398</u>	Balances carried forward	<u>1,724.99</u>	<u>4,650.43</u>	<u>16,077.68</u>

HOLT & DISTRICT DEMENTIA SUPPORT

RECEIPTS AND PAYMENTS ACCOUNT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2021			2022		
£	£		£	£	£
1,467	1,398	Balances brought forward	1,724.99	4,650.43	16,077.68
	0	Leaflets & posters	164.96		
	0	Volunteers' party	50.14		
	0	Volunteers' Christmas cards	24.00		
	0	Laptop	379.00		
	0	Microsoft 'Office'	124.99		
	0	Disabled toilet keys	34.90		
1,398	0	Sundry expenses	16.46	2,519.44	7,169.87
<u>£69</u>		Excess of Receipts			<u>£8,907.81</u>