

# THE CEDAR COMMUNITY CLUB

England & Wales · Charity number 1180889

## Details

---

**Status** Registered

**Legal form** CIO

**Registered** 2018-11-28

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** Appleby House  
Oxford Road  
Kingston Bagpuize  
Abingdon  
Oxfordshire  
OX13 5AP

**Phone** 01865820897

**Email** [thecedarcommunityclub@gmail.com](mailto:thecedarcommunityclub@gmail.com)

**Website** [www.thecedarcommunityclub.com](http://www.thecedarcommunityclub.com)

## Activities

---

**Objects:** FOR THE PUBLIC BENEFIT TO RELIEVE THE NEEDS OF ELDERLY PEOPLE, AND PERSONS SUFFERING THE EFFECTS OF PREMATURE AGEING, RESIDENT IN HINTON WALDRIST AND THE SURROUNDING AREA BY THE PROVISION OF A DAY CENTRE PROVIDING CARE, ACTIVITIES, SERVICES OR FACILITIES IN A SOCIAL DAY CARE SETTING DESIGNED TO RELIEVE THE NEEDS OF SUCH PERSONS.

**Activities:** We provide day care facilities to relieve the needs of elderly people, and persons suffering the effects of premature ageing, resident in Hinton Waldrist and the surrounding area. The Club provides care, activities, services and facilities in a social day care setting designed to relieve the needs of such persons. We are open twice a week, and the club is run by paid staff helped by volunteers.

## Classification

---

- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Arts/culture/heritage/science, Other Charitable Purposes
- **Who:** Elderly/old People, People With Disabilities

## Geography

---

- **Area of benefit:** LOCAL
- Oxfordshire

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£21,327	£38,868	-	-
2024-03-31	£25,554	£37,137	-	-
2023-03-31	£42,471	£38,860	-	-
2022-03-31	£36,008	£25,246	-	-
2021-03-31	£39,105	£28,201	-	-

## Trustees

---

Name	Role	Appointed
Alaric Gavin Bruce White		2024-05-20
Charleen Atkins		2019-10-11
Charlotte Anne Norris		2023-12-11
Jane Elizabeth Phillips		2018-10-11
Simon Philip Bray		2022-01-28

**THE CEDAR COMMUNITY CLUB**

England & Wales - Charity number 1180889

---

# Accounts

---



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Cedar Community Club

**On accounts for the year  
ended**

31 March 2025

**Charity no  
(if any)**

1180889

**Set out on pages**

1, 2 and 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:** 22 December 2025

**Name:** Ryan Lewis

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant (ICAEW)

**Address:**

First Floor, Tourism House

Pynes Hill

Exeter, Devon



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Cedar Community Club

1180889

## Receipts and payments accounts

CC16a

For the period  
from

01 April 2024


To

31 March 2025

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Members fees	14,760	-	-	14,760	18,092
Donations	2,355	-	-	2,355	2,470
Grants	-	-	-	-	4,992
Interest	4,212	-	-	4,212	-
Gift aid	-	-	-	-	-
HMRC Furlough receipts	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	21,327	-	-	21,327	25,554
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	21,327	-	-	21,327	25,554
<b>A3 Payments</b>					
Employment costs	27,706	-	-	27,706	24,788
Food and activities	2,541	-	-	2,541	2,243
Insurance	795	-	-	795	630
Media and marketing	-	-	-	-	-
Stationery and postage	-	-	-	-	-
Other member associated costs	2,100	-	-	2,100	3,824
Minor assets	819	-	-	819	-
Telephone	74	-	-	74	192
Training	-	-	-	-	-
Computer expenses	80	-	-	80	200
Rent	4,753	-	-	4,753	4,865
Other miscellaneous	-	-	-	-	395
<b>Sub total</b>	38,868	-	-	38,868	37,137
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	38,868	-	-	38,868	37,137
<b>Net of receipts/(payments)</b>	- 17,541	-	-	- 17,541	- 11,583
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	79,859	-	-	79,859	91,442
<b>Cash funds this year end</b>	62,318	-	-	62,318	79,859

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	4,384	-	
	Savings account	57,934	-	
		-	-	-
	<b>Total cash funds</b>	<b>62,318</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer	Unrestricted	1,115	
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		S. BRAY	12.01.20	

**THE CEDAR COMMUNITY CLUB**

England & Wales - Charity number 1180889

---

# Accounts

---



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Cedar Community Club

**On accounts for the year  
ended**

31 March 2024

**Charity no  
(if any)**

1180889

**Set out on pages**

1, 2 and 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* *Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

8 January 2024

**Name:**

Ryan Lewis

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant (ICAEW)

**Address:**

First Floor, Tourism House

Pynes Hill

Exeter, Devon



**Receipts and payments accounts**

**CC16a**

For the period  
from

01 April 2023

To

31 March 2024

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Members fees	18,092	-	-	18,092	13,327
Donations	2,470	-	-	2,470	2,259
Grants	4,992	-	-	4,992	25,999
Interest	-	-	-	-	886
Gift aid	-	-	-	-	-
HMRC Furlough receipts	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>25,554</b>	<b>-</b>	<b>-</b>	<b>25,554</b>	<b>42,472</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>25,554</b>	<b>-</b>	<b>-</b>	<b>25,554</b>	<b>42,472</b>
<b>A3 Payments</b>					
Employment costs	24,788	-	-	24,788	22,357
Food and activities	2,243	-	-	2,243	2,761
Insurance	630	-	-	630	584
Media and marketing	-	-	-	-	-
Stationery and postage	-	-	-	-	-
Other member associated costs	3,824	-	-	3,824	4,500
Minor assets	-	-	-	-	-
Telephone	192	-	-	192	192
Training	-	-	-	-	-
Computer expenses	200	-	-	200	484
Rent	4,865	-	-	4,865	7,868
Other miscellaneous	395	-	-	395	114
<b>Sub total</b>	<b>37,137</b>	<b>-</b>	<b>-</b>	<b>37,137</b>	<b>38,859</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>37,137</b>	<b>-</b>	<b>-</b>	<b>37,137</b>	<b>38,859</b>
<b>Net of receipts/(payments)</b>	<b>- 11,583</b>	<b>-</b>	<b>-</b>	<b>- 11,583</b>	<b>3,612</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>91,442</b>	<b>-</b>	<b>-</b>	<b>91,442</b>	<b>87,830</b>
<b>Cash funds this year end</b>	<b>79,859</b>	<b>-</b>	<b>-</b>	<b>79,859</b>	<b>91,442</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	26,136	-	
	Savings account	53,723	-	
		-	-	-
	<b>Total cash funds</b>	<b>79,859</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	<b>Details</b>	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer	Unrestricted	1,115	
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval

**THE CEDAR COMMUNITY CLUB**

England & Wales - Charity number 1180889

---

# Accounts

---

# **The Charity Commission Annual Report**

**1 April 2022 – 31 March 2023**

## **The Cedar Community Club**

Charity registration number: 1180889

### **Introduction**

This year has been our first 'complete' year of opening since 2019, and we have been open for 49 out of the 52 weeks. After the hiatus caused by the Covid pandemic --- when we were forced to close from March 2020 to October 2021 and again in January 2022 --- this year has seen the Cedar Club firmly 'up and running' again. It has been a year of challenges, particularly in terms of having to find new funding sources and the need to find new staff. However, it has also been a year of great pleasure in seeing the Club recover from the upheavals of the past three years and finding new ways forward. This Report looks at these challenges and how they have been overcome, together with detailing some of the remaining challenges ahead of us.

### **Background**

The Club was established in December 2018 to provide day-care facilities for the elderly and vulnerable in south Oxfordshire. Although based in Hinton Waldrist, Club members come from a 10-mile radius as we are the only day-care facility available between Witney and Wantage, and between Cumnor and Faringdon. We provide care, support and entertainment for the elderly and we can cater for those with mild-to-moderate dementia, as well as those with other physical and mental health issues. We provide a warm, friendly and supportive environment, and we are open every Tuesday and Wednesday, for 50 weeks of the year (9:30 a.m. to 3:00 p.m.). Our only membership requirement is that we can adequately cope with an individual's specific needs. Nobody is excluded on the grounds of race, creed, ethnicity or sexual orientation.

The average age of our members is 84 years, most of whom are living independently in their own homes. During the period 2022-23 members have come from 8 different villages. Membership numbers have fluctuated throughout the year, and have averaged between 6-8 on both Tuesdays and Wednesdays, which is considerably below our pre-Covid levels.

As well as providing care and support for our members, we also support their carers and families. One of the major roles of the Club is providing much-needed regular, safe and reliable respite care. For many carers, Club days are the only regular respite package

that they can easily and affordably access. The Club also acts as an informal information hub, signposting carers and members to other resources such as Social Services and NHS facilities, and it often helps with making the initial contact to other agencies.

As well as employing paid staff (a Manager and Deputy Manager, and more recently an additional care assistant), the Club also relies on eight local volunteers to help, and this allows members to receive one-to-one support with arts and crafts projects and games, as well as encouraging companionable conversations.

All of our staff, trustees and volunteers have been DBS-checked, and either have or will shortly be attending a Safeguarding course. They have all read and signed the Club Safeguarding policy and they know the procedure to follow if any possible Safeguarding issues arise.

## Governance

The Club is a not-for-profit Charitable Incorporated Organisation (CIO), and there is a board of trustees who meet at least four times a year to discuss points of policy. During 2022/23 there were 6 trustees, and they had all read the government guidelines on the legal responsibilities of a trustee.

The Club is a self-funding organisation, and it relies on a combination of members' fees (set at £20 per day), government grants, private donations and the proceeds of local fund-raising. All trustee meetings are fully minuted, and all meetings start with a Conflict of Interest declaration.

We are looking to increase the number of trustees as several of our founder members wish to retire in the near future. We have advertised in local publications, and eligibility for trusteeship is open to all as stated in Point 9(20) of our Constitution.

## Challenges

### 1. Membership numbers

**One of the main challenges we have faced was how to restore our membership numbers to pre-Covid levels. Having lost nearly half of our members during the pandemic (seven deaths and three members withdrawing into full-time residential care), it has proved very difficult to regain the confidence of the local elderly residents. Many were classified as 'vulnerable' during the pandemic and spent over 18 months isolating in their own homes. However, through a promotion campaign at local events (e.g. lunch clubs, local quizzes, village fetes, coffee mornings, parish council meetings, etc.), together with regular articles in the local press, we have seen membership numbers slowly increasing. Although they still haven't regained pre-pandemic levels, they regularly hit nearly two-thirds capacity. We will be continuing and expanding our campaign to raise awareness of the Club and its activities over the coming year.**

## **2. Staffing**

**Another major challenge has been how to maintain and increase staffing levels. In October 2021 we were given notice that our then Manager, who had worked at the Club and its predecessor for 27 years, wished to resign. She said that she felt ‘totally broken’ after working through the pandemic. We had already lost our previous Deputy Manager in September 2021, who had resigned on ill-health grounds, and this meant that we needed to quickly find replacements for both staff members. After one false start, we appointed two new staff members, a Manager and Deputy Manager, who both came from a domiciliary care background and both of whom had the necessary experience and qualifications regarding care of the elderly. They have both settled in well and are much liked by our members and their families, and the staff work well together.**

**However, by the middle of the year it was becoming obvious that the trustees needed to consider employing a third member of staff. Many of our Club members were new and needed help to settle in. Also, a higher percentage of our new members were now presenting with ‘moderate’ dementia compared with our pre-Covid members where only 50% or so had ‘mild to moderate’ dementia. This change in the Club demographic meant that staff were required to do more one-to-one support throughout the day. In order to ensure that all members felt fully supported, the trustees decided to employ a third member of staff, a Care Assistant (who started work in October 2022) to provide one-to-one help with activities and with personal care where needed. This decision has worked well, and together with the additional help from our volunteers, we feel that we provide an excellent staff:member ratio for our Club activities.**

## **3. Financial Challenges**

**The downside to employing a third member of staff has been the increase in our financial deficit each month. The trustees feel it is impossible to provide good quality daycare for the elderly that is solely funded by membership fees. We charged £20 per day [this increased to £25 per day in April 2023] but we know that the more we increase our fees, the more members we might lose as they struggle to afford Club attendance. We have set up a Club Bursary scheme this year to offer ‘discreet’ help with the fees for any member struggling financially but know there is great resistance to applying for what is perceived as ‘charity’ no matter how we present it.**

**The Club is lucky to have financial reserves --- see the attached financial accounts – but these will require careful shepherding to support us through the coming years. Our monthly shortfall this year has averaged £1800. Although we charged £20 per day attendance fee, we have calculated that the ‘true’ cost of attending is nearer £50 per day, and this leaves us with a significant shortfall. The trustees apply for any relevant public funding**

opportunities (at county, district and parish level), and we also apply to other local charities for financial support --- see the attached Financial statement. The Club was awarded a grant of £15,000 in February 2023 from Oxfordshire County Council via the Oxfordshire Community Foundation, and this will help limit our financial deficit during 2023/24. Although we are in the fortunate position of holding sufficient reserves to ensure our viability for several years, we know that we have to continue to find alternative funding streams in the future given the reduced availability of public funding at both county and district level. Sourcing funding will continue to be a major challenge for the Club in forthcoming years.

**Valery Rose**

*Chair of Trustees*



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Cedar Community Club

**On accounts for the year  
ended**

31 March 2023

**Charity no  
(if any)**

1180889

**Set out on pages**

1, 2 and 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* *Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:** 26 January 2024

**Name:**

Ryan Lewis

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant (ICAEW)

**Address:**

First Floor, Tourism House

Pynes Hill

Exeter, Devon



**Receipts and payments accounts**

**CC16a**

For the period  
from

01 April 2022

To

31 March 2023

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Members fees	13,327	-	-	13,327	4,410
Donations	2,259	-	-	2,259	10,769
Grants	25,999	-	-	25,999	14,000
Interest	886	-	-	886	-
Gift aid	-	-	-	-	3,764
HMRC Furlough receipts	-	-	-	-	3,065
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>42,472</b>	<b>-</b>	<b>-</b>	<b>42,472</b>	<b>36,008</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>42,472</b>	<b>-</b>	<b>-</b>	<b>42,472</b>	<b>36,008</b>
<b>A3 Payments</b>					
Employment costs	22,357	-	-	22,357	18,651
Food and activities	2,761	-	-	2,761	2,752
Insurance	584	-	-	584	547
Media and marketing	-	-	-	-	30
Stationery and postage	-	-	-	-	49
Other member associated costs	4,500	-	-	4,500	-
Minor assets	-	-	-	-	540
Telephone	192	-	-	192	192
Training	-	-	-	-	570
Computer expenses	484	-	-	484	155
Rent	7,868	-	-	7,868	-
Other miscellaneous	114	-	-	114	1,760
<b>Sub total</b>	<b>38,859</b>	<b>-</b>	<b>-</b>	<b>38,859</b>	<b>25,246</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>38,859</b>	<b>-</b>	<b>-</b>	<b>38,859</b>	<b>25,246</b>
<b>Net of receipts/(payments)</b>	<b>3,612</b>	<b>-</b>	<b>-</b>	<b>3,612</b>	<b>10,762</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>87,830</b>	<b>-</b>	<b>-</b>	<b>87,830</b>	<b>77,068</b>
<b>Cash funds this year end</b>	<b>91,442</b>	<b>-</b>	<b>-</b>	<b>91,442</b>	<b>87,830</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	37,720	-	
	Savings account	53,723	-	
		-	-	-
	<b>Total cash funds</b>	<b>91,442</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	<b>Details</b>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	Computer	Unrestricted	1,115	
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Cedar Community Club

On accounts for the year  
ended

31 March 2023

Charity no  
(if any)

1180889

Set out on pages

1, 2 and 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date: 26 January 2024

Name:

Ryan Lewis

Relevant professional  
qualification(s) or body  
(if any):

Chartered Accountant (ICAEW)

Address:

First Floor, Tourism House

Pynes Hill

Exeter, Devon



**Receipts and payments accounts**

For the period from 01 April 2022 To 31 March 2023

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Members fees	13,327	-	-	13,327	4,410
Donations	2,259	-	-	2,259	10,769
Grants	25,999	-	-	25,999	14,000
Interest	886	-	-	886	-
Gift aid	-	-	-	-	3,764
HMRC Furlough receipts	-	-	-	-	3,065
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>42,472</b>	<b>-</b>	<b>-</b>	<b>42,472</b>	<b>36,008</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>42,472</b>	<b>-</b>	<b>-</b>	<b>42,472</b>	<b>36,008</b>
<b>A3 Payments</b>					
Employment costs	22,357	-	-	22,357	18,651
Food and activities	2,761	-	-	2,761	2,752
Insurance	584	-	-	584	547
Media and marketing	-	-	-	-	30
Stationery and postage	-	-	-	-	49
Other member associated costs	4,500	-	-	4,500	-
Minor assets	-	-	-	-	540
Telephone	192	-	-	192	192
Training	-	-	-	-	570
Computer expenses	484	-	-	484	155
Rent	7,868	-	-	7,868	-
Other miscellaneous	114	-	-	114	1,760
<b>Sub total</b>	<b>38,859</b>	<b>-</b>	<b>-</b>	<b>38,859</b>	<b>25,246</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>38,859</b>	<b>-</b>	<b>-</b>	<b>38,859</b>	<b>25,246</b>
<b>Net of receipts/(payments)</b>	<b>3,612</b>	<b>-</b>	<b>-</b>	<b>3,612</b>	<b>10,762</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>87,830</b>	<b>-</b>	<b>-</b>	<b>87,830</b>	<b>77,068</b>
<b>Cash funds this year end</b>	<b>91,442</b>	<b>-</b>	<b>-</b>	<b>91,442</b>	<b>87,830</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	37,720	-	
	Savings account	53,723	-	
		-	-	-
	<b>Total cash funds</b>	<b>91,442</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	<b>Details</b>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	Computer	Unrestricted	1,115	
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval

**THE CEDAR COMMUNITY CLUB**

England & Wales - Charity number 1180889

---

# Accounts

---



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1 April 2021 To 31 March 2022**

**Charity name:** The Cedar Community Club

**Charity registration number:** 1180889

*Based at Hinton Waldrist, Oxfordshire*

### **1. Foreword by the Chair of Trustees**

This was another difficult year for the Cedar Community Club as it slowly recovered from its compulsory closure in response to the Covid-19 pandemic. Having closed in March 2020 in line with government regulations, the Club eventually re-opened on 14 October 2021. This meant that for the first seven months of this financial year, the Club remained shut and was unable to provide any on-site support for our elderly members.

This Report details the Club's continuing efforts to support our elderly and vulnerable members, and our later efforts to re-launch the Club during the winter of 2021/22 in the face of the new wave of Omicron infections. The report details how the trustees worked to fulfil the objectives of the Club against a backdrop of continuing Covid infection and much reduced membership levels.

### **2. Background**

The Club was established in December 2018 to provide day-care facilities for the elderly and vulnerable in south Oxfordshire. Although based in Hinton Waldrist, Club members come from a 10-mile radius as we are the only day-care facility available between Witney and Wantage, and between Cumnor and Faringdon. We provide care, support and entertainment for the elderly and we can cater for those with mild-to-moderate dementia, as well as those with other physical and mental health issues. We provide a warm, friendly and supportive environment, and we are open every Tuesday and Wednesday, for 50 weeks of the year (9:30 a.m. to 3:00 p.m.). Our only membership requirement is that we can adequately cope with an individual's specific needs. Nobody is excluded on the grounds of race, creed, ethnicity or sexual orientation.

When we shut in March 2020 we had 20 registered members, and the average age was 84.3 years, and over half of our members were living independently. By April 2021, seven of these members had died and a further 3 had had to go into residential care.

By April 2021, at the start of this financial year, it was clear that the Cedar Club still wouldn't be able to re-open for the foreseeable future as there were stringent government guidelines in relation to the elderly and vulnerable. The Trustees discussed the best way forward and decided that the staff should continue to support our members off-site as far as government

guidelines allowed. From April 2021 to October 2021 the staff supported all Club members and their carers, with every member receiving either a weekly home visit or personalised letter or phone calls. The Club finally re-opened on 14 October 2021, and apart from shutting temporarily for two weeks in January 2022 at the height of the new omicron infection, and one week in March because of staff sickness, it has been able to open every week since then.

As well as providing care and support for our members, we also support their carers and families. One of the major roles of the Club is providing much-needed regular, safe and reliable respite care. For many carers, Club days are the only regular respite package that they can easily and affordably access. The Club also acts as an informal information hub, signposting carers and members to other resources such as Social Services and NHS facilities, and it often helps with making the initial contact.

As well as employing two paid staff (a Manager and Deputy Manager), the Club also relies on ten local volunteers to help, and this allows members to receive one-to-one support with arts and crafts projects and games, as well as encouraging companionable conversations. Although the Club was shut for the first seven months of this financial year, the staff kept in contact with all the volunteers (all of whom are retired and many of whom live by themselves) and ensured that they felt supported during the lockdowns. Nearly all our volunteers returned to work for the Club when we re-opened.

All of our staff, trustees and volunteers have been DBS-checked, and either have or will shortly be attending a Safeguarding course. They have all read and signed the Club Safeguarding policy and they know the procedure to follow if any possible Safeguarding issues come to light.

### **3. Governance**

The Club is a not-for-profit Charitable Incorporated Organisation (CIO), and there is a board of trustees who meet at least four times a year to discuss points of policy. During 2021/22 there were 8 trustees, and they had all read the government guidelines on the legal responsibilities of a trustee.

The Club is a self-funding organisation, and it relies on a combination of members' fees (set at £20 per day), government grants and private donations.

All trustee meetings are fully minuted, and all meetings start with a Conflict of Interest declaration.

We are looking to increase the number of trustees as several of our founder members wish to retire in the near future. We have advertised in local publications, and eligibility for trusteeship is open to all as stated in Point 9(20) of our Constitution.

### **4. Financial Position**

This year (April 2021 to March 2022) has been very difficult financially. For most of this period the Club was closed and received no membership fees --- in previous years fees have made up nearly half our income. However, despite being shut the Club faced continuing running costs --- staffing costs, insurance, phone rental and internet charges ---and this ate into our reserves.

By October 2021, with falling national rates of Covid infection, the trustees felt they could re-open the Club safely. Although we knew our membership numbers would be low, we felt that it was necessary to start providing on-site care again. It was only by doing this that we could meet the

objectives of the CIO and attract new members, as well as allowing us to qualify for further financial grants and donations. By re-opening the Club we were aware that we ran the high risk of increasing our yearly deficit. However, it was only by re-opening that the trustees felt the Club would have any long-term future.

Fortunately, the Club received the previously agreed Sustainability grant from Oxfordshire County Council in March 2022. This grant of £11,000 was the final instalment of a 3-year tapered grant designed to help new social-care organisations become established and flourish, and it did much to restore the Club's reserves. This grant, together with the financial help offered by the government's furlough scheme, has allowed the Club to end the financial year in a viable position and even look to possible future expansion. Our financial reserves allow us to look to the future as well as reassuring potential donors of our long-term viability.

## **5. The Low Point of the Year**

Starting the new financial year in April 2021 with the Club doors firmly shut, and with no possibility of re-opening in the immediate future, was very depressing for trustees, staff and members. Coping with the loss of over half our long-standing members over the past year was very hard, and it particularly took its toll on our two staff members. Both in their early sixties, they had worked tirelessly throughout the pandemic, going above and beyond their remit. Both staff members had decided by August 2021 that they wanted to retire, one with immediate effect and the other, our Manager, giving us 6 months' notice. Replacing both staff members (who, between them, had worked for more than 30 years at the Club), was never going to be easy. The trustees set about advertising for new staff and, after several false starts, by March 2022 the Club had a new Manager and Care Assistant in position. Unfortunately, the combination of new staff members and many new Club members all at the same time was not easy, but by April 2022 things were settling down and the trustees could look to the future.

## **6. The High Point of the Year**

Re-opening the Club in October 2021 after a hiatus of 18 months was a moment of great celebration tempered with much caution. Although we opened with a considerably reduced membership, the trustees were delighted to be running a day-care centre again. In order to re-open, the Club had to pay for additional regular deep cleaning, as well as establishing new 'hygiene' protocols (hand-washing points; scanning thermometers etc.). In November 2021, faced with rising Omicron infections, the Club established an on-site rapid Covid testing hub as most of our members were unable to carry out self-testing at home. Although it was very time-consuming for our staff, it boosted the confidence of our members tremendously as they felt that they were part of a safe, caring and supportive community. Although we had to temporarily close for two weeks in January 2022 at the height of the Omicron infection, by April 2022 the Club was once again fully functioning and beginning to attract new members.

## **7. Looking to the future**

We ended March 2022 in a surprisingly strong position, particularly after such a difficult start. We had two new staff members who were full of enthusiasm, and a slowly increasing Club membership. We know it will take time for some

of the elderly and vulnerable to regain their confidence in Club attendance, but our membership list continues to grow, and we finished the year averaging 70-75% of our pre-pandemic membership levels.

All through the months while the Club was closed, we continued to write monthly articles in the local magazines highlighting the activities of our members. This has helped maintain a strong Club identity within the local community – as evidenced by the many small private donations we have recently received. With the Club now re-open and our membership growing, the trustees are keen to grow this local interest and are looking at ways of rising the profile of the Club.

Now that the dangers of the pandemic have receded, the trustees want to revisit their original plans for expansion to opening three days a week. We know that there will always be a need for the type of support the Club offers, and the trustees are determined to continue to provide this for our local community.

**Valery Rose**  
*Chair of Trustees*

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, 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>Eligibility to join the Board of Trustees is open to all. Regular advertisements appear in the local press asking for trustees</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>All trustees are required to read the government guidelines on the legal responsibilities of a trustee. All trustees are DBS checked and have attended a Safeguarding course.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	The Cedar Community Club
Other name the charity uses	
Registered charity number	1180889
Charity's principal address	<b>Rented Club premises: Hinton Waldrist Village Hall,</b> Hinton Waldrist, Oxfordshire SN7 8RN  <b>Administration address:</b> Chair of Trustees, The Manse, High Street, Longworth, Oxfordshire, OX13 5EP

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

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Valery Rose	Chair		
2	Carol L. Hall	Treasurer	Up to 28 January 2022	
3	Freda Stevenson			
4	Merilyn Dean			
5	Andrew Buckland			
6	Charleen Atkins			
7	Jane Phillips			
8				
9	Simon Bray	Treasurer	From 28 January 2022	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

<b>Director name</b>		
n/a		

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

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

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	The trust assets consist of two deposit accounts: a current account with Santander and a savings account with Nationwide.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Both bank accounts are held in the name of The Cedar Community Club. All trust assets are held in cash due to the need to have liquidity to meet the shortfall between expenditure and income. Using other assets such as investments has been discounted due to the long-term nature, risk and short-term requirements for liquidity that the Club may face.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<p>The trustees manage the deposit of income and fees into the bank account and the payment out of expenses and salaries, with ongoing cashflow being monitored and discussed at all trustee meetings.</p> <p>The bank accounts represent the only assets of the charity and therefore no further segregation is necessary.</p>

### Additional information (optional)

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

Type of adviser	Name	Address
-----------------	------	---------


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

--

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

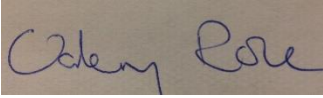
### Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Valery Rose	
<b>Position (eg Secretary, Chair, etc)</b>	Chair of Trustees	
<b>Date</b>	25 February 2023	



**Receipts and payments accounts**

**CC16a**

For the period  
from

01 April 2021


To

31 March 2022

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Members fees	4,410	-	-	4,410	-
Donations	10,769	-	-	10,769	-
Grants	14,000	-	-	14,000	-
Interest	-	-	-	-	-
Gift aid	3,764	-	-	3,764	-
HMRC Furlough receipts	3,065	-	-	3,065	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>36,008</b>	<b>-</b>	<b>-</b>	<b>36,008</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>36,008</b>	<b>-</b>	<b>-</b>	<b>36,008</b>	<b>-</b>
<b>A3 Payments</b>					
Employment costs	18,651	-	-	18,651	-
Food and activities	2,752	-	-	2,752	-
Insurance	547	-	-	547	-
Media and marketing	30	-	-	30	-
Stationery and postage	49	-	-	49	-
Minor assets	540	-	-	540	-
Telephone	192	-	-	192	-
Training	570	-	-	570	-
Computer expenses	155	-	-	155	-
Other miscellaneous	1,760	-	-	1,760	-
<b>Sub total</b>	<b>25,246</b>	<b>-</b>	<b>-</b>	<b>25,246</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>25,246</b>	<b>-</b>	<b>-</b>	<b>25,246</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>10,762</b>	<b>-</b>	<b>-</b>	<b>10,762</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>77,068</b>	<b>-</b>	<b>-</b>	<b>77,068</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>87,830</b>	<b>-</b>	<b>-</b>	<b>87,830</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	34,994	-	-
	Savings account	52,836	-	-
		-	-	-
	<b>Total cash funds</b>	<b>87,830</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer	Unrestricted	1,115	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		SIMON BLAY	25/01/23	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Cedar Community Club

**On accounts for the year  
ended**

31 March 2022

**Charity no  
(if any)**

1180889

**Set out on pages**

1 and 2

*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:** 25 January 2023

**Name:**

Ryan Lewis

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant (ICAEW)

**Address:**

First Floor, Tourism House

Pynes Hill

Exeter, Devon

**THE CEDAR COMMUNITY CLUB**

England & Wales - Charity number 1180889

---

# Accounts

---

# **Trustees' Annual Report**

**1 April 2020 to 31 March 2021**

## **1. Foreword by the Chair of Trustees**

This has been a very difficult year for the Cedar Community Club as the Club was forced to close on 18 March 2020 in response to the increasing severity of the COVID-19 pandemic. Given the Government restrictions on social distancing, the trustees felt that they had no option other than to temporarily shut the Club. The closure was initially planned to last until June 2020, but in reality we were unable to re-open until October 2021.

This Report details the Club's efforts to continue to support our elderly and vulnerable members during the national lockdowns, while at the same time maintaining and shepherding our financial resources so that we would be in the best-possible financial position when we re-opened.

## **2. Background**

The Club was established in December 2018 to provide day-care facilities for the elderly and vulnerable in south Oxfordshire. Although based in Hinton Waldrist, members come from a 10-mile radius as we are the only day-care facility available between Witney and Wantage, and between Cumnor and Faringdon. We provide care, entertainment and support for the elderly, and we cater for those with mild-to-moderate dementia, as well as those living with other physical and mental health issues. We provide a warm, friendly and supportive environment. We are open every Tuesday and Wednesday, for 50 weeks of the year, 9:30 a.m. to 3:00 p.m., and our only membership requirement is that we can adequately cope with an individual's specific needs. Nobody is excluded on the grounds of ethnicity or religion.

In March 2020 we had 20 registered members (see below for more details), and the average age then was around 84 years, with over half of our members living by themselves.

As well as providing care and support for our members, we also support their carers and family, and we see one of our major roles as providing much-needed regular, safe and reliable respite care. For many elderly carers, Club time is the only regular respite package that they can easily and affordably access. We also act as an informal information hub and signposting service to other relevant services, and our staff regularly signpost members and their families to other available help from Social Services and NHS resources, as well as often helping with making the necessary appointments.

As well as employing three paid staff (a Manager, a Deputy Manager and a Cook), the Club also relies on local volunteers to help with each session, and

this allows our members to receive one-to-one support with arts and craft projects and encourages companionable conversations. In March 2020 we had 10 volunteers (average age c. 73 years, all retired), and they all commented on how enjoyable they found the work and how much it engendered a 'sense of worth and social engagement'.

All of our staff, trustees and volunteers have been DBS-checked, and all have attended a Safeguarding course. They have all read and signed the Club Safeguarding policy and know the procedure to follow if any possible Safeguarding issues come to light.

### **3. Governance**

The Club is a not-for-profit Charitable Incorporated Organisation (CIO), and there is a board of trustees who meet at least 4 times a year to discuss all points of policy. At present there are 7 trustees, and they have all read the government guidelines on the legal responsibilities of a trustee.

The Club is a self-funded organisation, and it relies on a combination of members' fees (currently set at £20 per day), government grants and private donations for its income.

All trustee meetings are fully minuted, and all meetings start with a Conflict of interest declaration.

We have recently been looking to increase the number of trustees, and we have advertised in local publications with some success. Eligibility for trusteeship is open to all as stated in Point 9(2) of our Constitution.

### **4. Financial position**

This year (April 2020 to March 2021) has been very difficult financially for the Club. The Club has been closed for the entire financial period and so has received no fees from members. In past years these have made up roughly half of our income. However, despite receiving no incoming fees, the Club faced continuing running costs, such as staffing costs, insurance, phone and internet charges, pension contributions, etc.

The Trustees took the decision in March 2020 to continue to support our Club members even though the Club was officially shut. The Government COVID restrictions from 23 March 2020 meant that the elderly and vulnerable were instructed to isolate in their homes. However, we felt that, given the mental and physical vulnerability of many of our members, that it was necessary to continue to offer support where possible to our members and their carers.

We furloughed our 3 paid staff from March 2020, taking up the government's offer to pay 80% of staff wages. The trustees voted to make up the shortfall in wages (20%) so that our staff would continue to be paid in full --- we felt that

this was necessary to ensure that we had a full team of staff available when we could re-open. However, by September 2020 it was becoming obvious that we would not be re-opening any time soon, and we took the difficult decision to make one member of staff (our cook) redundant. It had also become clear that changing government rules over what type of work furloughed staff could undertake, even charitable work, meant that we had to rethink how we paid our staff.

In October 2020 the trustees voted to officially change the nature of work undertaken by our staff so that they would be working 50% of their 'normal' work time doing 'out-reach' work: visiting members in their homes, phoning all members once a week, producing activity packs to be distributed to members, etc. The staff remained on furlough for the other 50% of their time. We developed our 'Happy Hampers' project (see below: High spots), and our staff were very involved in preparing and delivering these hampers each month to members' homes. This pattern of our staff working 50% paid 'out-reach' work together with 50% furlough pay continued for the rest of the financial year.

This decision to continue to pay our staff despite the Club receiving no members' fees for this accounting period meant that the Club ran at a significant financial loss---- as shown in the attached financial accounts. However, the trustees discussed at length the implications of their decision to continue supporting Club members, and voted unanimously to follow this course of action. There was a strong feeling that this was the only way we could meet the objectives of the CIO in these highly unusual times.

Despite being officially closed, the Club received its previously agreed Sustainability Grant from Oxfordshire County Council (OCC) in March 2020. This grant (of £13,000) was part of a three-year tapered grant to help new social-care organisations become established and flourish. The OCC continued to pay the 2<sup>nd</sup> stage of this grant in recognition of the out-reach work our staff undertook in Lockdown. We also received several smaller private donations during the financial year, and together these have allowed the Club to finish the accounting year in a relatively secure financial position.

## **5. Low points of the year**

The low point of the year was undoubtedly the deaths of seven of our members, six of whom were Club members and one a trustee/volunteer. Although only one of the deaths was officially attributed to Covid infection, the other six deaths were all exacerbated by the stress of isolation and the disruption in medical care arising from the pandemic.

Apart from those members who died, several members were admitted into full-time residential care as their home situations changed and their carers could no longer cope with the lack of regular respite care.

These figures do not reflect the unquantifiable depression and confusion suffered by some of our Club members who suddenly found themselves deprived of their regular routine of Club attendance, with its friendship and support.

## **6. High point of the year**

The high point of the year has undoubtedly been the way our dedicated staff continued to support our Club members. All our members were designated as 'clinically vulnerable' and so all had to isolate in their own homes for most of the year. With half of our members living by themselves, and with very limited permissible visits from their family and friends, many of our members felt extremely lonely and isolated. However, our staff constantly devised ways of extending our 'out-reach' project while still following government regulations and guidelines. All members were contacted every week, by phone or personalised letter, as were all of our volunteers. If we became aware of problems, particularly that of deteriorating home circumstances and the potential breakdown of relationships between carers and members, our staff were able to work with Social Services to obtain increased support.

All members received regular activity packs put together by our staff, containing arts and craft projects, tips, jokes and quizzes, as well as news from other members so that they could stay in touch.

We applied for 'Emergency Covid' financial support from our District Council (the Vale of White Horse), and were awarded £3200 to supply each member with a monthly hamper of basic food staples, toiletries, and treats (average spend: £30 per hamper). Our 'Happy Hampers' scheme ran from June 2020 until June 2021, and allowed our staff to regularly access our members' homes and assess how they were coping with isolation. The hampers were a great success, not only ensuring that members had regular supplies of food and toiletries, but also – and just as important -- letting them know that they are valued members of society and that people in the community cared about their well-being. The hampers also generated publicity in local parish magazines, and this did much to maintain the profile of the Club within the local community.

## **7. Looking forward**

Despite the Club being shut for all of the 2020/21 financial year, thanks to the hard work of the trustees and staff the Club is still financially viable and there is still a strong sense of 'Club identity' both within our members and within the local community. Although seven of our members died last year, and another three had gone into long-term residential care, when we were eventually able to re-open in October 2021 many of our remaining members came back, and

were joined by six new members. We have had initial inquiries from four others. We fully appreciate that it will take time for our numbers to stabilise and return to our pre-COVID levels, but we are optimistic that this is achievable.

We also know that until our membership numbers recover, we will be running at a greater financial deficit. However, we do have financial reserves, and we are hopefully that, given our track record and good reputation, we will receive the third instalment of the OCC Sustainability funding plus other local funding support. The next financial year (2021/22) will be difficult but should be manageable with careful shepherding of our resources.

We know that there will always be a need for the type of service and support our Club supplies, and we are determined to continue to provide these for our local community.

**Valery Rose**

*Chair of Trustees*



CHARITY COMMISSION  
FOR ENGLAND AND WALES

THE CEDAR COMMUNITY CLUB

(No (if any))

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2020

To

Period end date  
31/03/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Members Fees	-	-	-	-	22,498
Donations	5,226	-	-	5,226	72,728
Grants	19,900	-	-	19,900	15,000
Interest	221	-	-	221	392
HMRC Furlough receipts	13,759	-	-	13,759	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>39,105</b>	<b>-</b>	<b>-</b>	<b>39,105</b>	<b>110,618</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>39,105</b>	<b>-</b>	<b>-</b>	<b>39,105</b>	<b>110,618</b>
<b>A3 Payments</b>					
Employment costs	22,128	-	-	22,128	30,973
Food and Activities	3,204	-	-	3,204	5,498
Property costs	1,196	-	-	1,196	3,918
Insurance	475	-	-	475	1,233
Media & Marketing	-	-	-	-	282
Stationery & Postage	435	-	-	435	166
Phone	192	-	-	192	325
Training	210	-	-	210	247
Minor assets	-	-	-	-	567
Computer Expenses	311	-	-	311	-
Other Miscellaneous	50	-	-	50	189
<b>Sub total</b>	<b>28,201</b>	<b>-</b>	<b>-</b>	<b>28,201</b>	<b>43,397</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Computer Equipment	-	-	-	-	1,115
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,115</b>
<b>Total payments</b>	<b>28,201</b>	<b>-</b>	<b>-</b>	<b>28,201</b>	<b>44,512</b>
<b>Net of receipts/(payments)</b>	<b>10,904</b>	<b>-</b>	<b>-</b>	<b>10,904</b>	<b>66,106</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>10,904</b>	<b>-</b>	<b>-</b>	<b>10,904</b>	<b>66,106</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	24,232	-	-
	Savings Accounts	52,613	-	-
	Petty Cash	165	-	-
	<b>Total cash funds</b>	<b>77,010</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))		Approved: Emma	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Carol L. Hall</i>	CAROL L. HALL	9 <sup>th</sup> October 2021
<i>Valery Rose</i>	Valery ROSE	9/10/2021



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
The Cedar Community Club

**On accounts for the year  
ended**

31 March 2021	<b>Charity no (if any)</b>	1180889
---------------	--------------------------------	---------

**Set out on pages**

1 and 2  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the 16 months ended 31/03/2020.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

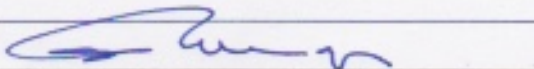
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:** 

**Date:** 2 October 2020

**Name:** KE Torlage

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant (South Africa)

**Address:** Longstone, Tucks Lane, Longworth, Abingdon, OX13 5ET