



Trustees' Annual Report for the period

		Period start date			Period end date		
		1st	April	2020	31	March	2021
From					To		

Section A Reference and administration details

Charity name	Witney Day Centre		
Other names charity is known by			
Registered charity number (if any)	1181214		
Charity's principal address	164 Colwell Drive		
	Witney		
	Oxford		
	Postcode	OX28 5NN	

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	Graeme Young	Chair		
2	Diana Birkett	Secretary		
3	Jean Clay	Treasurer		
4	Margaret Mayo			
5	Helen Marr			
6	Graeme Dale			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Foundation

How the charity is constituted
(eg. trust, association, company)

Trustee selection methods
(eg. appointed by, elected by)

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All new volunteers are DBS checked and then given an induction day to give them help and guidance on the way we work on the day. They are given all necessary contact numbers of the few trustees to contact in case of any issues that need to be addressed. Apart from the introductory training, Witney Day Centre have had many training days for the volunteers. First aid and defibulator training, lifting and food and hygiene for those that want to help in the kitchen

When Covid restrictions came in force in February 2020 and we were forced to shut, The co-ordinator started the Witney Day Centre Shopping to help the elderly who were told not to go out. This lasted for about 30 weeks.

We also started doing meals on wheels on Tuesdays for about 45 lonely people. Cooking in the private kitchen with minimal help and keeping within the Covid rules.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To help all persons of the age of 60 plus. To give them a full meal and entertainment on at least one day a week.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

On Tuesday.
Meals on wheels delivered to about 45 lonely/ elderly persons in Witney.

On Thursday. When allowed during Covid Pandemic.

10 am start, with teas, coffee and cakes.
10.30 seated exercise with bubbly music and songs by a qualified teacher.
11.00 Games This will be different groups for different games, and activities to include, Boccia,Kurling, Cards,Flower arranging,Shove ha penny,to just name a few.
12.15- 1 A Two course lunch is provided in a separate dining room. The meal is prepared in house by two volunteers.
1.15 Back to the main hall where it has been transformed into tables and chairs around the perimeter of the hall. Teas and coffee served.
1.30- 2.30 Live entertainment. This is the high light of the day where we have live acts, mainly singing and dancing and much interaction.
2.30 finish.

At the end of every day that we operate the Chairman has a short meeting with the activities coordinator and as many volunteers that may still be within the building to make sure that we have achieved our goals of creating happiness within the local community.

The trustees have had statutory declaration regarding the guidance issued by the charities commission on pubic benefit,

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Having our own minibus has been a great asset to the members. Our volunteer driver picks up and returns many members. Many trips out have been arranged with the members thoroughly enjoying themselves.

Summary of the main achievements of the charity during the year

Our main achievement was seeing many smiling faces from the time they got into the hall they were all so happy to get out and knowing that they will have a fun and full day.

Section E Financial review

Brief statement of the charity's policy on reserves

During Covid we have managed to expand to even more adventures, Shopping for the elderly and starting meals on wheels. Our financial support over the year has been very good. The local and District councils have been very generous with grants. For Witney Day Centre and Meals on Wheels.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Meals on wheels is charged to cover all the expenses and the day centre does not make any extra money on this service.

Our Day Centre (Thursday) is funded by the members paying a small fee. All of the extra funds we raise pay for the extra things that cost more than our own money can buy. Eg. Expensive entertainment, projector and screen. Boccia and Kurling. Etc.

The local council helped towards the minibuss and we raised the extra. Witney Day centre sold advertising space on the bus to fund the running costs including insurance tax etc.

With this 'reserve' we can use the mini bus on other days out and only ask for a small sum of money.

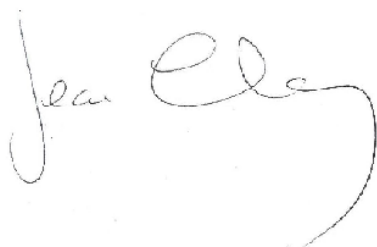
Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Graeme Young

Jean Clay

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

24/1/2022

24/1/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
WITNEY DAY CENTRE

No (if any)
1181214

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Apr-20



To

Period end date
31-Mar-21

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 £
A1 Receipts					
Fees	8	-	-	8	16,985
Transport & Meals on Wheels	6,399	-	-	6,399	7,422
Grants	500	23,547	-	24,047	7,139
Fundraising & Donations	6,158	-	-	6,158	9,740
Click & Collect	3,492	-	-	3,492	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	16,557	23,547	-	40,104	41,286
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	16,557	23,547	-	40,104	41,286
A3 Payments					
Food	1,049	-	-	1,049	2,080
Resources	3,581	5,337	-	8,918	5,688
Click & Collect	3,491	-	-	3,491	362
Miscellaneous & Stationery	3,455	789	-	4,243	3,347
Transport & Meals on Wheels	2,637	134	-	2,771	5,314
Insurance & Training	863	-	-	863	1,080
Rent	-	144	-	144	332
Subcontractors	8,800	2,300	-	11,100	11,745
Entertainment	-	-	-	-	1,655
Sub total	23,876	8,704	-	32,579	31,603
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	23,876	8,704	-	32,579	31,603
Net of receipts/(payments)	- 7,319	14,843	-	7,525	9,683
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 7,319	14,843	-	7,525	9,683

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 £
B1 Cash funds	Bank current account	9,786	14,844	-
		-	-	-
		-	-	-
	Total cash funds	9,786	14,844	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Motor Vehicle		-	2,619
	Fixture & Fittings		-	4,341
	Equipment		-	1,963
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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
		 	Graeme Young Jean Clay	24/01/2022 24/01/2022

INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the Trustees of Witney Day Centre (registered charity number 1181214)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2021.

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.

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:



Name: Angela Wright FMAAT, ACCA

Address: Unit 4 Green Farm
Fritwell
Bicester
OX27 7QU

Date: 29th January 2022