



Keynsham and Saltford
Dementia Action Alliance

ANNUAL REPORT AND STATEMENT OF ACCOUNTS

KEYNSHAM AND SALTFFORD DEMENTIA ACTION ALLIANCE

FOR THE YEAR ENDING DECEMBER 31ST 2020

Registered Charity Number 1181589

KEYNSHAM & SALTFORD DEMENTIA ACTION ALLIANCE

Annual Trustee's Report for 2020

The Keynsham & Saltford Dementia Action Alliance (K&SDAA) was established in December 2016 with a view to making Keynsham and Saltford more dementia friendly. The term "dementia" describes a set of symptoms that may include memory loss and difficulties with thinking, problem solving or language. The DAA:

- covers and serves the needs of those living with dementia predominantly living in Keynsham, Saltford and nearby villages.
- In January 2019 it became a Charitable Incorporated Organisation.
- The Keynsham & Saltford DAA does not employ any paid staff. All those involved are volunteers. However, it does engage a paid professional to facilitate our 'Music for the Mind' sessions. We also use Keynsham Dial-a-Ride to bring dementia residents from local care homes to our sessions
- Music for the Mind sessions are held twice monthly on the second and fourth Thursday mornings of the month. The format is a social conversational half an hour over tea and coffee, cakes and biscuits and then an hour of singing, percussion and very light seated exercises. Attendance is free and each person living with dementia has to be accompanied by a carer. For this event we allow our boundaries to be stretched by accepting people from further afield should they wish to attend. During 2019 we probably averaged about 15 people living with dementia at our sessions plus their carers and our volunteers and it all led to a wonderful happy and relaxed atmosphere enjoyed by everyone.
- When there are 5 Thursday in the month we occasionally run an extra session to try something different to singing. We have run a couple of boccia sessions which have gone down well with our clients. Boccia is like bowls but is done while sitting down.
- This year, 2020, has been a particularly difficult year because of the Covid 19 pandemic which started off during March. As a consequence our last Music for the Mind session took place on Thursday 12th March. At the time of writing this report, our sessions have still not been able to restart 18 months later. Overall during 2020 we ran 5 music sessions and 1 boccia session at the end of January.
- The Covid 19 pandemic has been difficult for all our clients and particularly those in the various care homes that have been supporting our Music for the

Mind sessions over the last 3-4 years. We have lost a number of our friends during this period and the care homes have had major problems with staff and residents contracting Covid. Those in the care homes have not been able to see their friends and relatives for many months. We have kept in touch with the care homes in particular and have provided them with funds so that they could buy specific items to help all those living with dementia. This has been a great help to them and provided some joy and happiness during this difficult time.

- There were only 2 management team meetings in 2020 in the first 2 months of the year. The third one that was scheduled for 23rd March was cancelled due to Covid. All management meetings are minuted. The committee, consists of eight volunteers with seven of them Dementia Champions trained through the Alzheimer's Society.
- The group has 5 trustees, Alan Hale is Chair, plus Judith Lynn, Sue Stevens, Liz Edwards and Mike Knight. There were no trustee's meetings during 2020 again due to Covid. However, there was e-mail correspondence to discuss any relevant matters of interest. This included approving donations to the 6 care homes in our area that look after dementia patients to help them to get through this difficult time. The funding was agreed unanimously by the trustees.

- **Financial Situation**

The DAA is financially very stable. Our balance at the start of the year was £12,319-53 and this had increased to £15,525-73 by the end of the year. Most of the income of £8,521-95 was received in the first 4 months of the year. We had significant donations of £2000 from Smith & Williamson, solicitors working out of Bristol, £1775,95 from the Keynsham branch of the Coventry Building Society who had the DAA as their 2019 Charity of the Year, £1400 for Keynsham Tangent and £800 in memory of two of our clients that includes Pat Marsh from Kingfisher Lodge who was a regular visitor to our Music for the Mind sessions and is greatly missed by us all.

Each year we normally try and hold fund raising events but there was little opportunity to do that during 2020. However, we did put on a Gilbert and Sullivan opera, Trial by Jury, in a local church. It proved very successful and altogether it made £950 which was split equally between the church and the DAA.

Expenditure for the year totalled £5315-73. The main outlay was the donations to the care homes, St Dunstan's hall hire and our singer's fee for running the Music for the Mind sessions, Dial-a-Ride for transporting clients from the care homes and the purchase of a set of boccia balls.

A full summary of our accounts is shown in the tables below. They have been circulated to the trustees for inspection and comments were added to the minutes of the meeting.

- **Volunteers**

The whole operation is staffed entirely by volunteers and there are about 20 altogether.

The ability to become a volunteer or a client is inclusive of any gender, orientation, race or religion.

- **Going Forward**

All our activities have been curtailed this year since March and we look forward to starting them up again when it is safe to do so. We haven't been able to do any dementia talks to local groups and we have the support materials to do talks to local schools. Before the Covid pandemic started, we did do a dementia training session to a local junior school which was well received by the children and the teachers.

We have also had to stop doing building inspections where we suggest ways of making their buildings more dementia friendly. In the past we have inspected health centres, a building society, the local sports centre, a Baptist church and a village hall. We look forward to starting this up again when it is suitable to do so.

Mike Knight

Treasurer and Trustee

Keynsham and Saltford DAA

October 2021.

KEYNSHAM & SALT FORD DEMENTIA ACTION ALLIANCE

Balance Sheet for period 1st January 2020 to 31st December 2020

Balance in bank on 1/1/2020 £12319.53

Income

Donations from organisations (5)	£6495.95
Donations in memorium (2)	£800.00
Donations from individuals (1)	£50.00
Money made from Trial by Jury	£1176.00

Expenditure

Music for the Mind	£1252.43
Trial by Jury	£680.98
Public liability insurance	£117.60
Set of boccia balls	£274.00
Two lots of banners	£182.40
Donations to care homes (5)	£2500.00
Equipment for dementia talks	£56.43
Dial-a-Ride	£45.00
Renewal fee for website	£76.00
Miscellaneous items	£130.91

TOTAL INCOME £8521.95

TOTAL EXPENDITURE £5315.75

INCOME MINUS EXPENDITURE £3206.20

Plus the balance on 31/12/2019 £12319.53

Balance in bank on 31/12/2020 £15525.73

MINUTES OF THE TRUSTEES' AGM OF KEYNSHAM & SALTFORD DAA

The meeting took place on Monday 18th October 2020 at 7.30 via zoom. The agenda was circulated beforehand along with relevant documents.

1. WELCOME

Mike Knight welcomed everyone to the meeting, Liz Edwards, Sue Stevens and Tim Blowers via zoom and Judith Lynn via telephone.

2. ELECTION OF CHAIR FOR THE MEETING

As the chair, Alan Hale, has recently resigned, Mike Knight was proposed by Judith to chair the meeting and was seconded by Liz Edwards.

3. APOLOGIES FOR ABSENCE

None, all trustees were present

4. MINUTES OF LAST MEETING

The minutes were circulated after last year's meeting but were circulated again prior to this meeting. They were accepted as a true reflection on the last meeting and signed off accordingly

5. MATTERS ARISING

No matters arising

6. RESIGNATIONS, ELECTION OF OFFICERS AND NEW TRUSTEES

First of all Tim Blowers was confirmed and welcomed as a new trustee. Tim had been a valuable member of the management team for some time and had expressed an interest in becoming a trustee. His term of office would be 3 years until October 2024.

A discussion followed on the position of chair. Sadly Alan Hale resigned recently and a message of thanks was sent to him for all the hard work he had done for the charity since he founded it in 2016. It was thought that the group might benefit with the addition of trustees from outside the DAA to add more balance and experience. Tim had already discussed this with a representative from the Saltford business group. It was agreed that Mike Knight would continue as acting chair for the time being and to be reviewed in 3 months time. This would correspond to when the first 3 year terms of office of Sue, Judith and Mike would be up for renewal.

7. PRESENTATION AND ADOPTION OF FINANCIAL ACCOUNTS FOR 2020

A summary balance sheet was e-mailed to all the trustees prior to the meeting along with a printout of all the transactions during 2020. Sue offered a vote of thanks to the treasurer for all his hard work and for ensuring that all the figures added up. There were no questions raised and everyone was satisfied with the accounts. Each trustee send an e-mail to the treasurer confirming that they had approved the accounts. A full set of bank accounts and receipts were available from the treasurer for inspection if required.

8. GOVERNANCE AND THE WAY AHEAD

There was a discussion on governance of the DAA and areas that needed further work. We have a constitution and there is also a safeguarding procedure but we don't have a safeguarding officer. Both Sue and Liz have experience with safeguarding but it was thought that it would be worthwhile seeing if any of our other volunteers would be interested in getting involved. Sue agreed to

investigate. Other areas we need to look at are general data protection regulation (how we store people's data), complaints handling and volunteer management.

9. ANY OTHER BUSINESS

We need to update information concerning our DAA on the Charity Commission's website. At the moment the business address is Alan Hale's home address and the telephone number is also Alans. We could use the treasurer's home address but this needs to be discussed with June Brassington who is the chair of the Management Team. It was suggested that we could get a cheap mobile phone to cover any telephone queries. The website would still be

www.keynshamdaa.co.uk Merrial has access to the e-mail account of dementiafriendlykeynsham@gmail.com but we need to look at changing the password. Mike to check with Merrial.

Sue pointed out that as our bank account was healthy whether some of that could usefully be spent to help people with dementia. It was agreed that ideas would be put forward for discussion at the next meeting of the Management Team on 3rd November. An item would be added to the agenda.

Date of next meeting of the trustees, a target date in January 2022.

