



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2020 Period start date  
To 31 March 2021 Period end date

**Charity name: Sevenoaks Area Dementia Friendly Community**

**Charity registration number: 1184029**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>Sevenoaks Area Dementia Friendly Community Forum</b> - made up of organisations, businesses and individuals operating or living in the Sevenoaks District. The group was born of the prime ministers 2012 dementia challenge to raise awareness and work collaboratively in the community to improve the lives of people living with dementia through changing perception and sharing knowledge. It has taken 4 years of work to achieve the following initiatives. SADFC secured charity status in 2019 with five trustees from the group including three care professionals three different companies.
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>Provision of four Forget-me-not Café's running monthly. All groups can enjoy activities, exercise, interaction, peer support and community information delivered by both paid and volunteer entertainers and individuals. The provision of a monthly Forget-me-nots singing group. All activities and groups are free to patrons. Venues are part sponsored by church, nation trust, Parish Councils and local business groups.</p> <p>Funds are raised through our annual Run Walk Push event family friendly 3k, 5k, 10k, event for all ages and all abilities. This is held in Knole Park, a National Trust Property.</p> <p>During pandemic months the groups went on-line.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	The Trustees are aware and follow the guidance on Public Benefit.

Commission on public benefit		
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
Contribution made by volunteers	Para 1.38	<b>N/A</b>
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><b>Benefits to the community</b> We have been unable to put on our annual fund raising event in 2020/21 We have however been planning this event for 2022.</p> <p>The Run Walk Push Event <b>brings the community together</b>, businesses, organisations and individuals give their time and effort free to show support, engagement and a willingness to rise together to improve lives. 500 people normally take part and volunteers made it happen.</p> <p>Flyers for all services have been offered to GP surgeries with some encouraging people to attend to enhance wellbeing and socialisation. They are also being advertised on other charity websites including Alzheimer's Society Dementia Connect and AgeUK</p> <p>SADFC continue to support the Sevenoaks Community with an open willingness for inclusion and a collaborative approach to</p>

		achieve positive change. SADFC are held up as an example of dementia excellence within Kent.
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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>During pandemic months the service went on line and although we could not achieve 100% attendance there were a good core of patrons who attended and expressed that they gained great benefit from interaction.</p> <p>Wider Charities, County Council and NHS/CCG are offered a link to attendance to the virtual cafes through including referrals from Alzheimer's Society, AgeUK and Kent County Council.</p> <p>Through Summer 2020 our major new project was to design and build a dementia friendly allotment – Forget-me-not Allotment, working with the Town Council we completed this project which includes raised planting beds, grassed seating area and disabled parking access. The project has produced two seasons of vegetables and fruit where patrons can come to a safe space outdoors to potter, water and take away produce to eat. The space is behind locked gates with ample parking and key safe access for our patrons to enter.</p>
Performance of fundraising activities against objectives set	Para 1.41	Although our annual charity run was cancelled the charity raised funds from donations and a grant from KCC. The total amount raised was £5,667.95 which achieved our re-forecast fund raising objective.
Investment performance against objectives	Para 1.41	<b>N/A</b>

Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity is in a sound financial position. As of 31.03.2021 the charity had a bank cash balance of £10,880.79. Running cost of £1,400.75 for the year were unusually low as a result of lockdown causing the suspension of face-to-face activities. Prior year expenses of £6,025.67 were invoiced and paid. The Charity received a grant of £1000 from KCC and donations of £4,667.95.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity operates on a straightforward income and expenditure basis. The Charity keeps a cash balance that is always in excess of any committed expenditure. This ensures the Charity is always a going concern.
Amount of reserves held	Para 1.22	Zero
Reasons for holding zero reserves	Para 1.22	Because the Charity never commits to expenditure in excess of its cash balance.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concerns.

### 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	Donations and grants. In normal (non-pandemic) times an Annual Charity Family Run/Walk.
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	There is no charge to patrons for attending any of the groups, we need to keep engaging with the community for the Annual fund raising event to continue to generate enough income to sustain annual operations. We also rely on the charity of others for sponsored Venues and the willingness of volunteers to assist. The Trustees never commit to expenditure in excess of cash balance.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	CIO - Foundation
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	CIO
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	Trustees are selected on the basis of commitment, relevant skill set and being of good character.

### 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	
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	Sevenoaks Area Dementia Friendly Community
Other name the charity uses	None
Registered charity number	1184029
Charity's principal address	Sevenoaks District Council Offices Argyle Road Sevenoaks TN13 1HG

**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	Kieron Brennan	N/A		
2	Elaine Murray	N/A		
3	Amelia Moore	N/A		
4	Sharon Gavin	N/A		
5	Helen Noble	N/A		
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		

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

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### 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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

## Other optional information

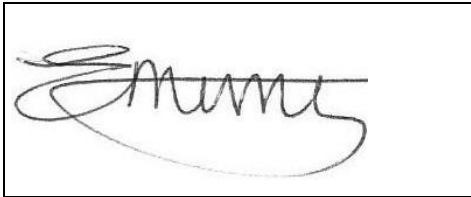
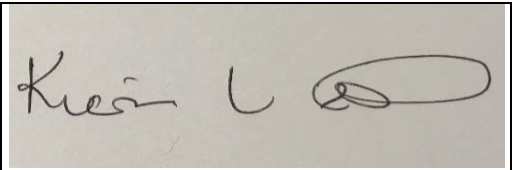
N/A



## 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)	Elaine Murray	Kieron Leo Brennan
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	17 <sup>th</sup> January, 2022	

SADFC Statement of Accounts 31st March, 2021  
Statement of Receipts, Payments and Assets

	<b>FY 2020/21</b>
	£
<b>Opening Balance 1st April 2020</b>	12639.26
<b>Receipts</b>	
Group Activities	
KCC grant	1,000.00
Donations in memory of Symone Salwan	1,357.94
Other donations	3,310.01
<b>Total Receipts</b>	5,667.95
<b>Payments</b>	
Outstanding Running Costs owed from previous years	6,025.67
Current Year Running Costs	1,400.75
<b>Total Payments</b>	7,426.42
<b>Balances</b>	
Receipts over Payments	- 1,758.47
Cash and Bank Balance at 31st March, 2021	10,880.79
<b>Statement of Assets</b>	
Cash at Bank	10,880.79
Other Cash Deposits	-
Cash in Hand	-
<b>Total Assets</b>	10,880.79
Ring fenced funds (see notes)	1,945.00
Unring fenced funds	8,935.79

Note: Outstanding running costs of £6025.67 invoiced and paid in FY 2020/21  
Donations in memory of Symone Salwan a one off amount.  
Physical cafes and singing group suspended during COVID restrictions  
resulting in much lower annual running costs