



Dementia Matters Here (fordshire)

Trustees' Annual Report

**1st January 2020
to 31st December 2020**



Dementia Matters Here (fordshire) Trustees' Annual Report for the period

**From 1st January 2020
To 31st December 2020**

About Dementia Matters Here (fordshire)

Dementia Matters Here (fordshire) Charitable Incorporated Organisation (CIO) was established on the 14 January 2020 to facilitate the cohesion of support across the county, add to existing support opportunities such as supporting the establishment of further meeting centres and support, develop and increase existing provision. Additionally, it was established to act on behalf of Herefordshire Dementia Action Alliance to support the creation and building of Dementia Friendly Communities and raise awareness of the condition to reduce myths and stigmas.

Dementia Matters Here (DMH) works to support people with dementia, their carers and families across Herefordshire through a number of services. DMH delivers a weekly Online Meeting Point, based on the Meeting Centre Programme ethos, which offers peer support, advice and information, an opportunity for members to have their voices heard and an opportunity to create friendships. The content of the sessions is shaped by the members who attend and is designed to support people affected by dementia to understand their changing social, emotional and cognitive needs. DMH also delivers a fortnightly online carers group to support carers in their role, find peer support and access information and advice. It produces a fortnightly newsletter to keep people informed and connected with what is happening in their County. A telephone support line offering advice, information and support and a one-to-one support service is also offered. DMH not only supports people with a diagnosis of dementia but also supports people awaiting diagnosis or who have mild cognitive impairment.

DMH additionally supports the Herefordshire Dementia Action Alliance to deliver its actions and works with organisations to support them to deliver sustainable opportunities for people affected by dementia in their communities and raise awareness of the condition.

Reference and Administrative details

Charity name	Dementia Matters Here (fordshire)
Registered charity number	1187352
Charity's principal address	Thorndale The Lydiatts Eyton Herefordshire HR6 0EE Tel: 01432 804480

Structure, Governance and Management

Type of governing document	Constitution
How is the charity constituted?	Charitable Incorporated Organisation (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	<p>Apart from the first charity trustees every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the trustees.</p> <p>In selecting individuals for appointment as charity trustees the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p> <p>In addition, the trustees require potential trustees to submit a CV stating what they can offer a trustee and attend at least one trustee meeting.</p>

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Expertise
1	Dr Shirley Evans	Chair	Shirley is a Senior Research Fellow with the Association for Dementia Studies, the University of Worcester. She brings expertise in writing grant applications, fundraising, business development, evaluation, technology and social media. She is Chair of Herefordshire Dementia Action Alliance.
2	Andrew Wood	Finance Officer	A chartered accountant and experienced finance director of over more than 20 years, and has also served in the charitable sector, as a trustee, over the last 30 years. He has worked, at board-level, in the social care sector, since 2014, and in the wider healthcare sector since 2011, and co-owns a homecare business, serving Herefordshire, which has a particular focus on dementia care provision. He is also a trustee of a Bristol-based charity, Alive!, which has provided innovative, meaningful activity sessions in care homes for more than 10 years, again with a focus on dementia care provision.
3	Phillipa Bruce-Kerr		Solicitor and Partner with Harrison Clark Rickerbys. Specialisms include advice to older people and those with disabilities and their families. A particular interest in support structures and mechanisms for those with dementia, especially in the early stages where there seems little support and signposting. Phillipa is also a Trustee of Leominster Meeting Centre.
4	Cheryl Poole	Safeguarding	Community Dementia Nurse with 2gether Mental Health Foundation Trust. A Trustee, responsible for all Clinical issues, Carers support and Safeguarding. She brings 30yrs experience of working, practicing and training in the field of Dementia care. She is also Chair of Dementia Friendly Leominster, working towards an inclusive and supportive community.

	Trustee name	Office (if any)	Expertise
5	Joy Valentini		Joy qualified as a State Registered Nurse in 1976 and has had a varied career in and out of nursing ever since. She runs her own home care business in Leominster and she is a Trustee and Manager of Leominster Meeting Centre. Her husband is now in a nursing home in the last stages of dementia. Three of their children live abroad so travelling is high on her priority list, along with a passion for increasing the understanding of dementia in the wider community.
6	Clare Powney	Secretary	Has worked in the Dementia sector for some years for the Alzheimer's Society as Services Manager until recently co-founding Dementia Matters Here (fordshire) CIO. She has experience in local government, as a company director and educator. She brings her local knowledge and experience and supports with administrative management.
7	Ashley Winter		An Armed Forces veteran currently working as a Welfare Officer for the Defence Medical Welfare Service, supporting the community and Wye Valley NHS trust. As a member of the institute of welfare Ashley is a qualified Welfare Officer, Mental Health First Aider and has completed many courses to support those living with Dementia.
8	Natalie Cooke		A Registered Manager with a domiciliary home care provider in Herefordshire. Having worked in the sector for 15 years, she has both a passion for raising awareness of dementia and supporting those living with a dementia and their families. She champions awareness and supports the local community with dementia information sessions, as well as being involved in the local Dementia Action Alliance
9	David Pearson		Worked in public libraries for all his career and ended as Stock Manager for Worcestershire. Within this role he was responsible for social inclusion projects and was instrumental in setting up Books on Prescription within the county. His late wife passed away from a rare form of Alzheimer's disease in early 2014, and since early 2015 he has spent a lot of time working as a Volunteer Development Worker for both Herefordshire and Worcestershire. Roles included working on Dementia Action Alliances, disseminating information to stakeholders, related groups and individuals and families, and for liaising within communities to raise the profile and understanding of dementia. He is a Dementia Friends Champion, and also works for the Worcestershire Alzheimer's Side by Side Service.

Key Staff and Volunteers

*Note that Clare Powney and Cheryl Poole are both trustees of Dementia Matters Here and as per the constitution declare a conflict of interest and withdraw from any discussions and decisions in which there might be a conflict of interest.

Name and role at DMH	What they bring
Clare Powney – Community Development Manager	DMH CIO contracts with Clare Powney, as a consultant, to manage the day to day running of the charity and as Community Development Manager. Clare Powney has worked in the Dementia Sector for a number of years for the Alzheimer's Society developing and managing their services across Herefordshire and Worcestershire. She also has experience as a company director, in local government and as an educator. Clare has built an extensive knowledge and understanding of the locality, its issues, and good relationships with local stakeholders. She is also a co-founder and trustee.
Cheryl Poole – Community Development Project Officer	DMH CIO employs Cheryl Poole as Community Development Project Officer for 10 hours a week. She brings 30 yrs experience of working, practicing and training in the field of Dementia care, most recently as a Community Dementia nurse with the Community Dementia Service and as a GP Practice Community Dementia Nurse. Cheryl is currently delivering the one-to-one support service as well as supporting delivery of the other Herefordshire Dementia Community Support Services (HDCSS). Cheryl is also a trustee of DMH, Leominster Meeting Centre and Chair of Dementia Friendly Leominster.
Tynna Loveday – Volunteer Co-ordinator volunteer for Bromyard and surrounding area	Tynna brings experience of having worked as a GP Practice Manager, supporting a number of local charitable organisations and organising events, both as a trustee and volunteer. This includes volunteering for the local hospital and has personal experience of caring for a person with dementia. She is extremely well known and respected in the Bromyard area.

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	<ol style="list-style-type: none"> 1) Promote the health and wellbeing of people living with a dementia or associated conditions, their relatives and carers in Herefordshire through, but not exclusively, the provision of education, information and support of activities. 2) Support the creation of dementia friendly communities across Herefordshire to enable people to feel understood, valued and able to contribute to their community. 3) To raise awareness of dementia and reduce the myths and stigma surrounding the condition.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities,	See below

projects or services identified in the accounts.	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	In planning our activities, we have kept in mind the guidance issued by the Charity Commission on public benefit and regularly refer to our charitable objectives.

Achievements and Performance

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.	<p>A £5,000 grant from The Shaw Foundation enabled engagement of a part-time project officer for five months commencing April 2020. The application process was quick and straight forward and the fact that The Shaw Foundation was willing to fund a new charity was key to the success that followed.</p> <p>This initial funding gave the charity confidence to apply for other sources of funding and grants from the National Lottery COVID and Western Power enabled an extension of the project officer post.</p> <p>Involvement with the national Community Makers project prompted establishment of an Online Meeting Point based on the Meeting Centre ethos with a view to developing such a Centre in the future. The Online Meeting Point has connected it's members and reduced isolation during the lockdowns and COVID-19 restrictions over the last seven months.</p> <p>This prompted a proposal to Herefordshire and Worcester Clinical Commissioning Group (CCG) to expand the project to cover non-technological remote approaches such as newsletters, a helpline and a home visit service. CCG funding was granted for a six-month pilot (this is recurrent) and the new service is called Herefordshire Dementia Community Support Service (HDSSC). This funding enabled expansion of the initial project officer role and the appointment of a full-time community manager and a project officer for 10 hours a week from 1st November 2020. HDSSC will deliver to approximately 50 people affected by dementia:-</p> <ul style="list-style-type: none"> • Online Meeting Points • Teleconferencing Groups • Telephone Support Line • Newsletter • One to one service <p>The service is to be further expanded in the new year with another project officer providing additional support for those with dementia and their carers in care homes.</p> <p>The new services are open to anyone across Herefordshire who may have concerns regarding themselves or a loved one's/friend's memory and to professionals seeking additional information. The new service is also open to anyone who may have mild cognitive impairment, which is a major step forward in Herefordshire, as previously there has not been any support specifically for this condition.</p>
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Achievements against objectives

Achievements against objectives set	<ol style="list-style-type: none"> 1) Promote the health and wellbeing of people living with a dementia or associated conditions, their relatives and carers in Herefordshire through, but not exclusively, the provision of education, information and support of activities. Delivering: <ul style="list-style-type: none"> • Weekly Online Meeting Point • Fortnightly Carer's Group • Telephone Support Line • Fortnightly Newsletter • One-to-one support • Working with statutory and voluntary organisations 2) Support the creation of dementia friendly communities across Herefordshire to enable people to feel understood, valued and able to contribute to their community. <ul style="list-style-type: none"> • Supporting Herefordshire Dementia Action Alliance COVID-19 has unfortunately prevented DMH from achieving what it had hoped to this year. 3) To raise awareness of dementia and reduce the myths and stigma surrounding the condition. DMH has been unable to hold any events due to the COVID-19 situation but has worked to communicate with organisations around raising awareness.
Performance of fundraising activities against objectives set	<p>Due to COVID-19 fundraising activities have taken a hit, however, we successfully secured a number of smaller grants to adapt our way of working to continue to deliver our services. Once the situation improves, we will be able to focus again on fundraising activities. We were also successful in securing two larger grants towards delivering our services.</p>

Financial Review

Review of the charity's financial position at the end of the period	<p>Income The charity secured total income of £21,437 in this first period of start-up, with £10,405 of this Restricted income.</p> <p>Expenditure Expenditure in the period totalled £14,884.</p> <p>Surplus and Reserves The surplus for the period was £6,553, split between a deficit on Unrestricted Funds of £1,238 and a surplus of £7,791 on Restricted Funds. However, the Unrestricted Fund expenditure included £5,565 of costs for a project being funded by the Hereford & Worcester CCG but the funds were not received until January 2021, fully covering these costs.</p>
Statement explaining the policy for holding reserves stating why they are held	<p>We aim to acquire sufficient funding to cover at least three month's running costs, building up to six months' cover as the charity becomes more established.</p>
Amount of reserves held	<p>We have sufficient funds to cover 3 months running costs.</p>

Reasons for holding zero reserves	N/A
Details of fund materially in deficit	As noted above, a project, fully funded by the Hereford & Worcester CCG was commenced shortly before year-end, but the fund were not received until January 2021, more than covering these costs.
Explanation of any uncertainties about the charity continuing as a going concern	In common with very many charities, other than those with very large levels of reserves, ongoing operation and impact depends on securing income to cover the immediate

Risk Management

The charity has prepared a very detailed Risk Register, covering many areas, and setting out the Risk, the Potential Impact, and any Mitigating actions or factors in place to limit this impact.

Declarations

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

Signed on behalf of the charity's trustees:

Full name(s): Shirley Evans

Position: Chair

Date: 9th May 2021

Full name(s): Andrew Wood

Position: Finance Officer

Date: 9th May 2021

Independent Examiner's Report on the Accounts

Report to the Trustees of Dementia Matters Here (fordshire)

On the accounts for year ended 31st December 2020

Set out on pages 10 and 11 below

Respective responsibilities of the trustees and the examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is not needed.

It is my responsibility to

- Examine the accounts (under section 43 of the Act);
- To follow the procedures laid down in the General Direction given by the Charity Commission (under section 43(7) (b) of the Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention


1. Which gives me reasonable cause to believe that in, any material respect, the requirements:
 - To keep accounting records in accordance with section 41 of the Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Graham Hudson

Relevant professional qualification(s) or body (if any): Retired plc Director

Address: The Leas Farm, Bearwood, Herefordshire HR6 9EE

Receipts and Payments Accounts

 CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name Dementia Matters Here (fordshire)		No (if any) 1187352		CC16a
	Receipts and payments accounts				
	For the period from	Period start date 1st Jan 2020	To	Period end date 31st Dec 2020	

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 £
A1 Receipts					
Grants awarded	9,953	10,405	-	20,358	-
Donations	1,079	-	-	1,079	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	11,032	10,405	-	21,437	-
A2 Asset and investment sales, (see table).					
Not applicable	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	11,032	10,405	-	21,437	-
A3 Payments					
Contracted Labour services	9,166	2,000	-	11,166	-
Equipment	674	499	-	1,173	-
Insurance	554	-	-	554	-
Salaries	832	-	-	832	-
General office support costs	885	71	-	956	-
Telephone	134	24	-	158	-
Bank charges	25	20	-	45	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	12,270	2,614	-	14,884	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	12,270	2,614	-	14,884	-
Net of receipts/(payments)	- 1,238	7,791	-	6,553	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 1,238	7,791	-	6,553	-

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	Lloyds Bank	- 238	7,791	-
		-	-	-
		-	-	-
	Total cash funds	- 238	7,791	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Trustee Loan	Unrestricted	1,000	On demand
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
Chair of Trustees		Shirley Evans	9th May 2021	
Finance Trustee		Andrew Wood	9th May 2021	