



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day 24	Month 02	Year 2020	To	Day 31	Month 03	Year 2021

Section A Reference and administration details

Charity name	Camberley Care Trust
Other names charity is known by	Camberley Care
Registered charity number (if any)	1188130
Charity's principal address	Community Link Ian Goodchild Centre, Knoll Road Camberley Postcode GU15 3SY

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	Angela Barnatt	Co-Chair		
2	Ros Terry	Co-Chair		
3	Tim FitzGerald			
4	Janet Chapman			
5	Susan Collett	HR		
6	Wendy Orr	Secretary	16 th March 2021	
7	Ruby Ford		9 th February 2021	
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)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO (Charitable Incorporated Organisation)
Trustee selection methods (eg. appointed by, elected by)	Appointment of charity trustees (1) 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 charity trustees. (2) 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.

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.

The following policies are in place to assist with staff, volunteer and trustee induction and training:

- Complaints
- Confidentiality Agreement
- Conflict of Interest
- Driving
- Equality and Diversity
- Finance
- Health and Safety
- Safeguarding
- Volunteering

Section C Objectives and activities

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

The relief of poverty, distress and sickness of the elderly, disabled or vulnerable living in the Camberley and Frimley area by providing a car service and a handyman service and in such other ways as the trustees consider appropriate.

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)

Camberley Care provides a transport service for the elderly, vulnerable and disabled in Camberley and Frimley using volunteer drivers. There is no cost for this service, but a donation amount is suggested to cover costs.

Camberley Care also manages a subsidised low-cost handyman service, which also helps elderly, vulnerable and disabled in the Camberley and Frimley areas.

During the 2020/2021 Financial period Camberley Care Trust has remained operational to the extent that government guidelines and restrictions have permitted during the COVID-19 pandemic. During this time Camberley Care have continued to provide public benefit to the community as follows:

During the first lock-down in March 2020 providing telephone befriending service to many of our clients. Our office team and volunteer duty officers telephoned c50 clients on a weekly or bi-weekly basis to check on their welfare. Our office team were also available to take calls from anyone in the community requiring help or advice and directing them to organisations that could provide assistance as required.

As soon as restrictions were starting to lift, and essential travel and maintenance work was permitted, a small team of volunteer drivers resumed transporting clients to essential medical appointments and our handymen resumed providing emergency maintenance work.

Camberley Care developed Risk Assessments and Policies to enable transportation of clients to re-start, and provided all PPE equipment to our volunteers and handymen, in order to protect both themselves and our elderly, vulnerable and disabled clients.

After Surrey Heath Prepared ceased services, Camberley Care Trust took over providing the service in Camberley and Frimley.

The Trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit. In all aspects of the day-to-day operation and administration of Camberley Care the Trustees meet all the Public Benefit requirements:

- By supporting elderly, vulnerable people in the community to continue to live independently.
- By reporting annually on our operations and providing financial reports in support of this.

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.

Camberley Care are extremely grateful for the contribution made by their many volunteers: Drivers, Duty Officers and Trustees. Without their dedication and efforts Camberley Care Trust would not be able to support as many people within the Camberley and Frimley Communities.

As far as the Office Team are concerned, we can only reiterate how dedicated they are to serving our clients and how they put in extra hours to ensure all is as it should be, especially client safety and well-being. We are very fortunate in having such a dedicated team.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Transferring the former unincorporated Camberley Care Trust (charity No. 298419) assets to the new CIO status (new charity No. 1188130) with effect on 1st July 2020.

Remaining operational throughout the COVID-19 Pandemic, and continuing to provide support and help to the elderly, vulnerable and disabled clients in Camberley and Frimley, to the extent allowable by government restrictions/rules:

Community Support

- setting up the Community Support service to take on requests for prescription pickups, ad-hoc shopping etc from the disbanded Surrey Heath Prepared
- signposting both existing and new clients to several services within the community
- contacting and updating our tradesman list
- duty officers called clients during the first wave of COVID (telephone befriending)

COVID-19 volunteering

- working with the Trustees to produce the COVID driving policy and associated risk assessments.
- researching and distributing the relevant PPE to all of our COVID drivers and handymen.
- Restarting volunteer driving service as soon as government restrictions permitted, in order to support our clients as much as possible for all essential travel (medical appointments, etc).
- Continuing to provide handyman services to our clients after the first lock-down, especially in emergency situations.

Utilising the periods during lockdowns and various restrictions to bring all administrative areas of the charity into much needed:

General office administration

- developing a new invoice system
- a complete restructure of the computer filing system.
- posting weekly information onto the Camberley Care Facebook and Twitter pages
- organised afternoon teas with the monies from National Lottery
- producing IT spec for new Charity Portal Database
- design & printing of marketing business cards
- new leaflet design
- new donation envelopes

Volunteer administration

- standardising all working forms such as
 - lanyards to include a photograph,
 - mileage expense claim forms,
 - a new volunteer application form that enables completion via the website,
- bringing our DBS details up to date for our volunteers
- working with new DBS checking company

Duty Officers

- setting up the Duty Officers coffee catch up meetings at Camberley Rugby Club
- refreshing the Duty Officers Quick Reference Guide ready for return to the office

Section E

Financial review

Brief statement of the charity's policy on reserves

Camberley Care Trust reserve policy is to keep an agreed sum of £30,000 in reserve, in order that the trustees can discharge their responsibilities should the charity have to close.

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.

Camberley Care Trust's remains in a solid financial position at the end of 31st March 2021 with £159,303 of funds remaining. Total loss against income during period of reporting is -£15360, mainly due to the lack of donation income as a result of the COVID-19 pandemic and the restrictions to our services.

Camberley Care Trust principal source of funding is voluntary donations from clients using the transport service, and from other sources, such as churches. In this reported financial period (1st July 2020 to 31st March 2021) we received the following significant donations/contributions: £1000 from the Surrey Heath Lottery Grant, a legacy of £1113.86 from one of our previous clients, £200 from Our Lady Queen of Heaven Church, £855 from St Michael's Church, £333 from Waitrose, £1900 from Surrey Heath Prepared, £341.50 from Surrey Heath Lottery Ticket sales.

Section F

Other optional information

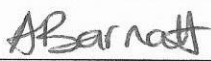

The financial period of reporting covers from 1st July 2020 to 31st March 2021. Assets from the old charity, Charity No. 298419 did not transfer over to Charity No. 1188130 until 1st July 2020. Financials up to 30th June 2020 were reported in final accounts for charity No 298419 (1st April 2019 to 30th June 2020).

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)	ANGELA BARNATT	Susan Collett
Position (eg Secretary, Chair, etc)	CO-CHAIR	Trustee.
Date	21/7/21	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Camberley Care Trust CIO

1188130

Receipts and payments accounts

CC16a

For the period
from

Period start date
24th Feb 2020

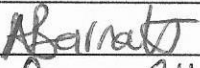
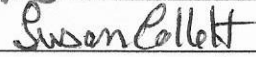
To

Period end date
31st Mar 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 £
A1 Receipts					
Client donations (drives)	2,723	-	-	2,723	-
Client payments (handyman/gardening)	-	3,890	-	3,890	-
Other Donations	6,737	-	-	6,737	-
Gift Aid	-	-	-	-	-
Sundry	2,938	-	-	2,938	-
Bank Interest	710	-	-	710	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	13,108	3,890	-	16,998	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	13,108	3,890	-	16,998	-
A3 Payments					
Mileage Claims	891	-	-	891	-
Handyman Charges	-	4,250	-	4,250	-
Admin Staff Costs	12,307	6,153	-	18,460	-
Office Rent	1,178	589	-	1,767	-
Printing/Stationery	100	50	-	150	-
IT	323	162	-	485	-
Telephone	442	221	-	663	-
DBS Checks	20	10	-	30	-
Insurance	1,013	507	-	1,520	-
Professional Fees	1,032	516	-	1,548	-
Sundries	1,730	865	-	2,595	-
Sub total	19,036	13,323	-	32,359	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	19,036	13,323	-	32,359	-
Net of receipts/(payments)	- 5,928	- 9,433	-	- 15,361	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 5,928	- 9,433	-	- 15,361	-

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	CAF Bank CASH a/c	5,092	-	-
	CAF Bank Gold a/c	52,793	17,592	-
	Shawbrook 100 day Notice a/c	63,629	-	-
	Shawbrook 60 day Notice a/c	20,197	-	-
	Total cash funds		141,711	17,592
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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	
		ANGELA BARNATT	21/7/21	
		Susan Collett	22/7/21	