



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	11	11	2021		30	11	2022

## Section A Reference and administration details

Charity name

Garstang Memory Cafe

Other names charity is known by

Registered charity number (if any) 1166743

Charity's principal address

Beddington Green  
28 Worcester Avenue  
Garstang  
PR3 1Ej

### Names of the charity trustees who manage the charity

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Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Peter Ryder	Chair		Board of Trustees
Jan Finch	Treasurer		"
Anthony Coppin	Secretary		"
Sandra Perkins			"
Robert Sculfor			"
Christopher Wilkinson			"
Gillian Lamb			"

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 (has been under review but now adopted May 2023)

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

Charitable Incorporated Organisation

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

Appointed initially for 2 years. After that elected at Annual General meeting for a 3 year term with option to be re- elected. Or appointed by Board of Trustees.

### 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.

In this year our activities continued to be significantly influenced by the Covid-19 pandemic. We managed risks by following Government guidance and undertaking strict procedures to minimise the risk of infection. It continued to be increasingly important to work cooperatively with other health and care organisations, both statutory and voluntary.

The trustees continued to meet as planned and governance was achieved through remote means. Significant work has been put into preparing risk assessments and a revised constitution.

The charity continues to recognise that the majority of its funding is through bequests and donations - this is monitored closely as it is seen as a risk area. Other funding will be sought through grants and awards. The charity is in a good financial position at the end of the 2021-22 year.

Policies are continually reviewed and update where required.

## Section C Objectives and activities

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

The relief of need of people suffering from dementia by the provision of a safe and friendly base for meetings of careers, family and those living with dementia to enable participation in varied activities including crafts, music, talks etc. and to enjoy interaction with others in similar circumstances.

Memory Cafes, also known as dementia cafes, provide safe spaces where people can go for a cup of tea and chat with experienced professionals or others affected by dementia. There are also games, quizzes and craft sessions which those attending can take part in along with outside speakers who are invited to give talks.

Garstang Memory Café (GMC) contributes to the health and wellbeing of vulnerable people living with dementia and the carers of those people in Garstang and the surrounding areas.

For part of the 2021-22, due to Covid-19, GMC had to review its usual sessions and establish alternative ways of providing support to those living with dementia. This was achieved by providing various support services including:

- Telephone calls
- Doorstep visits

Membership numbers attending the Memory Café grew rapidly as we came out of the Covid period and by the Summer of 2022, we had up to and sometimes over 30 regular members attending our Café sessions which we run on 2 half days a month.

The GMC Board of Trustees meet at a minimum of 3 times per year, at which the charity's activities are reviewed, alongside planned spending and anticipated income.

**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)**

## **Additional details of objectives and activities (Optional information)**

The work of GMC is supported through the commitment and hard work of a group of dedicated volunteers and trustees, in the Covid-19 period all involved have had to seek innovative ways of providing services.

The GMC continues to provide a place to meet for members living with dementia. It also gives some respite for their carers and families and at every meeting there are refreshments for everyone.

Varied activities are provided at each session ranging from Crafts, bingo, quizzes, memory games and singalongs etc. We also invite outside speakers and entertainment for each session. On other occasions we have run afternoon teas and other celebrations at the café

We have arranged days out including a barge trip and a Christmas meal.

Our big project has been to set up a memory garden on a piece of land opposite where the café meets. This is still a work in progress.

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

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

## Section D

## Achievements and performance

### **Summary of the main achievements of the charity during the year**

In the disrupted 2021-22 Covid-19 period the GMC has had to create innovative ways of providing support and keeping in contact with our members living with dementia, their families and carers. By our regular articles in the local free booklet which is delivered to all households in and around Garstang, we have kept and continue to keep in touch with our community.

In the second part of 2021-22, the café was back running its regular sessions. With the growing numbers of members (around 30 at the time of writing), and a clear increasing need for dementia support, we continue to explore ways to expand our provision and to identify the most beneficial activities to provide.

We also make full use of social media using Facebook and Instagram as we feel that this is a good way of getting our messages across but more importantly encourages carers and families to come along to our sessions.

Our first Annual General Meeting was held on 6<sup>th</sup> June 2022 with 4 of the trustees and 6 members of the public attending and all showing satisfaction with both the organisation and the performance of the memory café.



## Section E Financial review

### Brief statement of the charity's policy on reserves

Garstang Memory Café Board of Trustees ensure that there are sufficient funds for 2 years of running costs.

### Details of any funds materially in deficit

None

### 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.

#### Summary of Garstang Memory Café Accounts 2021-22

Receipts for 2020-21 were £8800  
Payments for 2020-21 were £7456  
Surplus for the year £1344

The principal source of funds was donations. The largest donations and expenditure were ringfenced for setting up the Memory Café Garden

Gift Aid arrangements are being investigated for 2022/23.

Other expenditure was reduced through the Covid-19 period due to the suspension of some of our normal activities. Although, later in the year our activities recommenced and so an increasing expenditure was seen.

## 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)



Peter Thomas Ryder

Chair



**Full name(s)**

**Position (eg Secretary,**

**Chair,  
etc**

) 1th June 2023

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Garstang Memory Café

No (if any)  
1196743

## Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	11/11/2021		30/11/2022

### 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 £
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#### A1 Receipts

Membership Fees		-	-	-	-
Donations - General	8650	-	-	8650	
Donations - Gift Aid		-	-		
Grants		-	-		
Miscellaneous	150-	-	-	150	
	-	-	-		
	-	-	-		
	-	-	-		
<b>Sub total</b> (Gross income for AR)	8800	-	-	8800	

#### A2 Asset and investment sales, (see table).

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

#### Total receipts

8800	-	-	8800	
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#### A3 Payments

Administration and Office		-	-		
Refreshments		-	-		
Social Activities	1272	-	-	1272	
Rent		-	-		
Publicity	-	-	-		
Insurance		-	-		
Sundries (incl. volunteer training)		-	-		
Bank Charges	-	-	-		
Projects memory garden	6184	-	-	6184	
<b>Sub total</b>	7456	-	-	7456	

#### A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

#### Total payments

7456	-	-	7456	
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#### Net of receipts/(payments)

44	13		44	13	
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#### A5 Transfers between funds

		-			
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#### A6 Cash funds last year end

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#### Cash funds this year

13			1344		
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## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
<b>B1 Cash funds</b>	Funds at 30 <sup>th</sup> November 2022	to nearest £ 27133	to nearest £	to nearest £
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>27133</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
		to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
			-	-
			-	-
			-	-
			-	-

Signed by one or two trustees  
on behalf of all the trustees

Signature

Print Name

Date  
of  
approval

1<sup>st</sup> June 2023



Peter T Ryder