



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	12	2022		30	11	2023

## Section A Reference and administration details

Charity name

Garstang Memory Cafe

Other names charity is known by

Registered charity number (if any)

1196743

Charity's principal address

Paddington Green

28 Worcester Avenue

Garstang

PR3 1Ej

### 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	Chris Wilkinson	Chair		Board of Trustees
2	Peter Ryder	Treasurer		"
3	Anthony Coppin	Minutes Secretary		"
4	Sandra Perkins	Founder		"
5	Robert Sculfor			"
6	Christopher Legard		From 17/5/2023	"
7	Owens			
8	Pamela Evans		From 17/5/2023	"
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)	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 expand and our numbers have continued to increase post covid.

It has continued to be increasingly important to work cooperatively with other health and care organisations, both statutory and voluntary.

The group is recognized as being important within our locality and has received the community team award from Garstang Town Council.

The trustees have continued to meet as planned and significant work has been put into preparing risk assessments and reviewing finances.

The charity continues to recognise that the majority of its funding is through bequests and donations and this is monitored closely as it is seen as a risk area. Other funding will be sought through grants and awards. The charity is once again in a good financial position at the end of the 2022-23 year.

Policies are continually reviewed and updated 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 carers, 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.

**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)**

<p>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.</p> <p>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.</p> <p>High value is put by the carers on the support being offered and the opportunity to network with others</p> <p>Membership numbers attending the Memory Café have grown rapidly in this post covid era and by the Summer of 2023, we have had up to and sometimes over 35 regular members attending our Café sessions which we run on two half days a month.</p> <p>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.</p> <p>All of our trustees are regular helpers at memory café sessions and offer further support in a variety of ways.</p>
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**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.

<p>The work of GMC is supported through the commitment and hard work of a growing number of dedicated volunteers and trustees.</p> <p>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.</p> <p>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</p> <p>We have arranged days out including a regular canal barge trip and a Christmas meal.</p> <p>Our big project has been to set up a memory garden on a piece of land opposite where the café meets. This is now well established and a local gardener, with experience of similar community projects, is helping with the maintenance. The Garden was awarded an RHS North West in Bloom 'its your neighbourhood' outstanding Level 5 Award.</p>
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**Summary of the main achievements of the charity during the year**

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

There are also strong links with our local medical practice and town council and many local businesses or groups.

In 2022-23 the café has run a full programme of regular sessions and with the growing numbers of members (around 35 -40 at the time of writing), There is 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 make full use of social media using Facebook as we feel that this is a good way of getting our messages across but more importantly encourages careers and families to come along to our sessions.

Our website is continually updated and enables use to promote the memory cafe

Our Annual General Meeting was held on 15<sup>th</sup> May 2024 during one of our regular café sessions with 6 of the trustees and 27 members of the public attending. There was wide satisfaction with both the organisation and the performance of the memory café. Useful suggestions were made on possible additional activities and trips to be included in any future programme.

We were delighted to receive the community team award from our local town council and this reflects the high regard placed on our work.

Partnerships with local organisations and firms have grown with several adopting us as their local charity for fund raising activities.



## 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.  
The Trustees agreed to investigate setting up a savings account.

### 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.

The accounts were audited on the 2nd April 2024

Summary of Garstang Memory Café Accounts 2022-23

Receipts for 2022-23 were £8196

Payments for 2022-23 were £2837

Surplus for the year £5359

The principal source of our funds remain as donations.

Gift Aid arrangements have been put in place and our first submission will be made in 2023/24.

With our full programme of ever expanding activities expenditure is expected to increase however this is currently offset by increasing our donations.

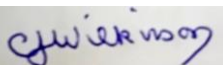
## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Chris Wilkinson

Position (eg Secretary, Chair, etc)

Chair

Date

1<sup>th</sup> June 2024



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 01/12/2022	To	Period end date 30/11/2023
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### 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 £
<b>A1 Receipts</b>					
Membership Fees		-	-		-
Donations - General	8196	-	-	8196	8650
Donations - Gift Aid		-	-		
Grants		-	-		
Miscellaneous	-	-	-		150
	-	-	-		
	-	-	-		
	-	-	-		
<b>Sub total (Gross income for AR)</b>	<b>8196</b>	<b>-</b>	<b>-</b>	<b>8196</b>	<b>8800</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>8196</b>	<b>-</b>	<b>-</b>	<b>8196</b>	<b>8800</b>
<b>A3 Payments</b>					
Administration and Office	259	-	-	259	
Refreshments	75	-	-	75	
Social Activities	2138	-	-	2138	1272
Rent		-	-		
Publicity	-	-	-		
Insurance	103	-	-	103	
Sundries (incl. volunteer training)	262	-	-	262	
Bank Charges	-	-	-		
Projects memory garden		-	-		6184
<b>Sub total</b>	<b>2837</b>	<b>-</b>	<b>-</b>	<b>2837</b>	<b>7546</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2837</b>	<b>-</b>	<b>-</b>	<b>2837</b>	<b>7546</b>
<b>Net of receipts/(payments)</b>	<b>5359</b>			<b>5359</b>	<b>1344</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>					
<b>Cash funds this year end</b>	<b>5359</b>			<b>5359</b>	<b>1344</b>

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
B1 Cash funds	Funds at 30 <sup>th</sup> November 2022	to nearest £	to nearest £	to nearest £
		32492	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	32492	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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
	Peter T Ryder	1 <sup>th</sup> May 2024

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 30th November 2023**  
**for**  
**Garstang Memory Cafe Registered Charity**

**Towers + Gornall Ltd**  
**Chartered Certified Accountants**  
**River View**  
**96 High Street**  
**Garstang**  
**Preston**  
**Lancashire**  
**PR3 1WZ**

# **Garstang Memory Cafe Registered Charity**

## **Contents of the Financial Statements for the Year Ended 30th November 2023**

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# Garstang Memory Cafe Registered Charity

## Report of the Trustees for the Year Ended 30th November 2023

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30th November 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Company number

CE027330 (England and Wales)

#### Registered Charity number

1196743

#### Registered office

Paddington Green  
28 Worcester Avenue  
Garstang  
Lancashire  
PR3 1EJ

#### Trustees

Mrs S D Perkins  
Mrs A M V Meredith  
Mrs G P Lamb  
Mr P T Ryder Chairman  
Mr R V Sculfor  
Mr C J Wilkinson  
Ms J E Finch  
Mr A E Coppin

#### Company Secretary

Approved by order of the board of trustees on 2nd April 2024 and signed on its behalf by:

  
.....  
Trustee

# Garstang Memory Cafe Registered Charity

## Statement of Financial Activities for the Year Ended 30th November 2023

	Notes	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>		
Donations and legacies		<u>8,196</u>
<b>EXPENDITURE ON</b>		
Raising funds		<u>2,837</u>
<b>NET INCOME</b>		5,359
<b>RECONCILIATION OF FUNDS</b>		
Total funds brought forward		<u>27,133</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>32,492</u></u>

# Garstang Memory Cafe Registered Charity

## Balance Sheet 30th November 2023

	Notes	Unrestricted fund £
<b>CURRENT ASSETS</b>		
Cash at bank and in hand		32,493
<b>CREDITORS</b>		
Amounts falling due within one year	4	(1)
<b>NET CURRENT ASSETS</b>		<u>32,492</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		32,492
<b>NET ASSETS</b>		<u>32,492</u>
<b>FUNDS</b>	5	
Unrestricted funds		<u>32,492</u>
<b>TOTAL FUNDS</b>		<u>32,492</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30th November 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 30th November 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 2nd April 2024 and were signed on its behalf by:

  
.....  
Trustee

# Garstang Memory Cafe Registered Charity

## Notes to the Financial Statements for the Year Ended 30th November 2023

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### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

#### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	£
Meals	458
Activities	1,353
	<u>          </u>

# Garstang Memory Cafe Registered Charity

## Notes to the Financial Statements - continued for the Year Ended 30th November 2023

### 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30th November 2023.

#### Trustees' expenses

- There were no trustees' expenses paid for the year ended 30th November 2023.

### 4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade creditors	£ <u>1</u>
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### 5. MOVEMENT IN FUNDS

	At 1/12/22 £	Net movement in funds £	At 30/11/23 £
<b>Unrestricted funds</b>			
General fund	27,133	5,359	32,492
<b>TOTAL FUNDS</b>	<u>27,133</u>	<u>5,359</u>	<u>32,492</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	8,196	(2,837)	5,359
<b>TOTAL FUNDS</b>	<u>8,196</u>	<u>(2,837)</u>	<u>5,359</u>

### 6. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30th November 2023.



# Garstang Memory Cafe Registered Charity

## Detailed Statement of Financial Activities for the Year Ended 30th November 2023

£

### INCOME AND ENDOWMENTS

#### Donations and legacies

Donations	7,330
Fundraising activities	616
Exceptional items	250
	<u>8,196</u>

#### Total incoming resources

8,196

### EXPENDITURE

#### Raising donations and legacies

Games, equipment	262
Gifts	22
Meals	458
Activities	1,353
Refreshments	75
Insurance	103
Postage and stationery	259
Donations	305
	<u>2,837</u>

#### Total resources expended

2,837

#### Net income

5,359