



Trustees' Annual Report for the period							
From		Period start date			Period end date		
		1	12	2023	To	30	11

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			“
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
Minutes Secretary	Lynda Ryder	3 Hereford Avenue Garstang PR3 1LJ

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 most 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 2023-24 year.

Policies are continually reviewed and updated where required. A complaints policy has now been added

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 2024, 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 4 times per year, at which the charity’s activities are reviewed. alongside planned spending and anticipated income. The AGM was held in May 2024 during our usual café session with 16 present.</p> <p>All of our trustees are regular helpers at memory café sessions and offer further support in a variety of ways.</p>

Additional details of objectives and activities (Optional information)

<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • 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 Christmas meal. This year there have been 2 visits to a local craft studio and 2 local theatre group productions.</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 Northwest in Bloom ‘its your neighbourhood’ outstanding Level 5 Award. This year a memory tree was erected with metal leaves commemorating past members.</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 and groups.

In 2023-24 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

The 2025 AGM was held on 21st May with 4 of the trustees and 16 members 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.

In 2024 we were delighted to receive the community team award from our local town council and this reflects the high regard placed on our work.

In 2025 the chair of trustees received the Town Council citizens citizenship award.

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

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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.
As agreed by the Trustees a savings account was set up. It was also agreed that £3000 should be kept in the current 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 for 2023/2024 were audited on the 24th March 2025 and have signed off.

Summary of Garstang Memory Café Accounts 2023-24

Receipts for 2023-24 were £9196
Payments for 2023-24 were £4909
Surplus for the year £4287

The principal source of our funds remains as donations.

Gift Aid arrangements have been put in place and submission will be made in as appropriate

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

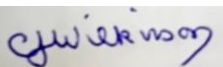
Section F Other optional information

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

21st May 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Garstang Memory Café

No (if any)
1196743

CC16a

Receipts and payments accounts

For the period from	Period start date 01/12/2023	To	Period end date 30/11/2024
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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 £
A1 Receipts					
Membership Fees		-	-		-
Donations - General	8439	-	-	8439	8196
Donations - Gift Aid		-	-		
Grants		-	-		
Miscellaneous	757-	-	-	757	
	-	-	-		
	-	-	-		
	-	-	-		
Sub total (Gross income for AR)	9196	-	-	9196	8196
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	9196	-	-	9196	8196
A3 Payments					
Administration and Office	217	-	-	217	259
Refreshments	62	-	-	62	75
Social Activities	3668	-	-		2138
Rent		-	-		
Publicity	-	-	-		
Insurance	103	-	-	103	103
Sundries (incl. volunteer training)	859	-	-	3668	262
Bank Charges	-	-	-		
Projects memory garden		-	-		
Sub total	4909	-	-	4909	2837
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	4909	-	-	4909	2837
Net of receipts/(payments)	4287			4287	5359
A5 Transfers between funds					
A6 Cash funds last year end					
Cash funds this year end	4287			4287	5359

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
	Funds at 30 th November 2024	to nearest £	to nearest £	to nearest £
B1 Cash funds		32492	-	-
		-	-	-
		-	-	-
	Total cash funds	36779	-	-
	(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			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Peter T Ryder	14th May 2025