



Trustees' Annual Report for the period

Period start date

From 1 12 2024

Period end date

To 30 11 2025

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

1
2

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Chris Wilkinson	Chair		Board of Trustees
Peter Ryder	Treasurer		"
Anthony Coppin			"
Sandra Perkins	Founder		"
Robert Sculfor			"
Christopher Legard Owens			"
Pamela Evans			"

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 the 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 significantly.

It has continued to be important to work cooperatively with other health and care organisations, both statutory and voluntary. There are frequent visitors updating café members on relevant issues. Examples include Age UK, the fire service, the local police community team and Garstang medical practice who did some outreach health checks

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 recognize 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 2024-25 year.

Our 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)

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.

High value is put by the carers on the support being offered and the opportunity to network with others

Membership numbers attending the Memory Café has grown rapidly in this post covid era and by 2025, we have had up to and sometimes over 40 regular members attending our Café sessions which we run on two half days a month.

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 2025 during our usual café session and was well attended. This is now a well established and successful pattern

All of our trustees are regular helpers at memory café sessions and offer further support in a variety of ways including finances, publicity, event organization catering etc.

There are also a significant number of volunteer helpers at every session who offer welcome support to our members.

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.

The work of GMC is supported through the commitment and hard work of a growing number of dedicated volunteers and trustees.

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 a variety of outside speakers and entertainment for each session. On other occasions we have run afternoon teas and other celebrations at the café. A new addition has been the inclusion of 'chair based' exercises to promote health and fitness We have arranged days out including our regular canal barge trips and pre and post-Christmas meals. This year there have been visits to a local craft studio, 2 local theatre group productions and a musical performance.

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. A memory tree was erected with metal leaves commemorating past members.

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.

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 carers and families to come along to our sessions.

One of our Trustees has good contacts with the local press and places articles for us and another does a write of activities in a free community magazine

Another Trustee has developed a 'WhatsApp' group to remind members of dates and times of coming events

Our website is continually updated and enables the promotion of the memory cafe

The AGM was held in May during our regular café session but advertised publicly with both the trustees and, an increased number, of members attending. There was wide satisfaction with both the organization 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.

In 2026 we were shortlisted being, only one of four nominees selected, for the prestigious Wyre community awards and several of our Trustees attended the ceremony

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

There are very strong links with Garstang Town Council with our founder Trustee due to become the local mayor again in May 2006.

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 2024/2025 were audited on the 23rd April 2026 and have been signed off.

Summary of Garstang Memory Café Accounts 2024-25:

Receipts for 2024-25 were £7,221
Payments for 2024-25 were £4,879
Surplus for the year £2.342

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

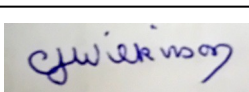
With our full programme of ever-expanding activities expenditure is expected to increase however this is currently offset by increasing our donations.

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	20/05/2026	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Garstang Memory Café

No (if any) 1196743

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/12/2024

To

Period end date
30/11/2025

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					
Membership Fees		-	-		-
Donations - General	6350	-	-	6350	8439
Donations - Gift Aid		-	-		
Grants		-	-		
Miscellaneous	871	-	-	871	757
	-	-	-		
	-	-	-		
	-	-	-		
Sub total (Gross income for AR)	7221	-	-	7221	9196
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	7221	-	-	7221	9196
A3 Payments					
Administration and Office	754	-	-	754	217
Refreshments	156	-	-	156	62
Social Activities	3670	-	-	3670	3668
Rent		-	-		
Publicity	-	-	-		
Insurance	103	-	-	103	103
Sundries (incl. volunteer training)	196	-	-	196	859
Bank Charges	-	-	-		
Projects memory garden		-	-		
Sub total	4879	-	-	4879	4909
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	4879	-	-	4879	4909
Net of receipts/(payments)	2342			2342	4287
A5 Transfers between funds A6					
Cash funds last year end	36779			36779	32492
Cash funds this year end	39121			39121	36779

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 th November 2025	to nearest £ 39121	to nearest £ -	to nearest £ -
		-	-	-
		-	-	-
	Total cash funds	39121	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
			-	
			-	
			-	
			-	

Signature

Print Name

Date of approval

20th May 2026

Signed by one or two trustees on behalf of all the trustees
CCXX R2 accounts (SS)



Peter T Ryder