



Report and Accounts for the period ending 31st August 2023

Glaven Caring Charity Incorporated Organisation
formerly known as Glaven District Caring Committee

Charity Number: 1198417

The charity was formed in 1974 by the late Dr Tony Allibone and celebrates its 50th Anniversary this year. Glaven Caring CIO was registered on 29th March 2022, and at an EGM of the Glaven District Caring Committee held on 22nd July 2022 the new legal entity was adopted.

Andrew Chapman has kindly prepared the financial report for the year ending 31.08.2023. This has been subjected to an Independent Examination by Janet Sorrell ACA.

The charity started as a voluntary organisation providing a warm and friendly welcome, in a comfortable and relaxing atmosphere, providing medical and personal services to the elderly of our community now from the purpose built and now fully owned premises in Blakeney. The aim is to help the elderly remain in their homes by providing added care, support, and company. These values remain the aim of the trustees.

Chairman's report

This is the annual report of the trustees for the period ended on the 31st of August 2023. The report is part of the statutory duty of the trustees. I was elected Chairman on 19th January 2024, this is my first report, and it extends beyond the constricting date of 31.08.2023 to more recent times.

The current trustees are myself Alan Collett (Chairman), Jennifer Hall-Thompson, Richard Lawry, Lisa Lipscomb, Victoria Holliday, Kate Higgins and Antonia Harcastle. Since the last report, Elizabeth (Pooh) Curtis, Peter O'Hare, Andrew Chapman, and Stephen Palmer have stepped down as trustees. Their contributions in their very different ways have been significant and each of them has proved a challenge to manage without. It would be wrong to attempt to list their inputs, but it would equally be wrong not to mention some:

- Pooh's unstinting efforts in oh so many ways, including being the nurse manager, providing personal care, overseeing the lending of invaluable equipment at times of need to the clients, and organising the fresh flowers at the centre as well as hands on garden maintenance.
- Peter's steering of the charity through the purchase of the building from Victory Housing, the change in legal entity to Glaven Caring CIO, and through the Pandemic.
- Andrew's longstanding help and advice, from when he first became the local GP, to being a driver, a helper, a trustee, and the treasurer.
- Stephen, although only recently becoming a trustee, was key to helping the charity to identify its weaknesses and find the direction it needed to travel to comply with ever changing regulations.

Once again, I would like to thank them for what they have done and hope that they continue to help the charity and be friendly critics.

There are three committees that help to run the charity. They are the trustees, the supporters, and the staff committees. Thanks are due to both Pat Gwynne who has just stepped down as chair of the supporters committee and to Sheelin Cuthbert who has stepped into her shoes. Improving the communication between these committees has been requested and the request has been heard.

The charity could not function without its front of house staff, giving direct hands-on caring to the clients, its back-office staff who help to keep the wheels turning, the all-important kitchen staff who provide such varied, nourishing, healthy and warming food, those volunteers who are seen and those who are not seen.

The clients have been entertained by the generosity of the volunteers who provide the live music including singing and piano playing, those who bring their Pets as Therapy (PAT) dogs and horses, and the charity North Norfolk Wheelyboat, Poppy providing trips around Blakeney Harbour (bookings have already made for 2024). Special mention should be made of Emma Boyce who maintains in such perfect condition the fish tank, providing hours of entertainment. I cannot forget the contribution made by the staff and children from Blakeney Church of England Voluntary Aided Primary School, and I must thank them.

Some clients make their own way to the centre, but some rely on the bus and its volunteers who act as a necessary lifeline, many thanks go to them. The bus does not look after itself; in this regard the charity has been so well served by Allen Hilton who is stepping down this year, and George Crawley who is stepping up to the plate. The drivers and helpers only know when to turn up by the careful administration of Pete Tibbetts.

You may have noticed the work carried out by Ben Ludham, the newly appointed maintenance person. He has fixed the shed doors, put up blinds in the office,

fixed lights in the dining room, put up shelves in the garage for storage of medical equipment, cleared the gutters, cut the grass and much more. I know Pooh is delighted with the shelves in the garage!

I must also mention the charity's nurse, Janine, with her twins and is on maternity leave. Her gentle manner is missed but I am sure her girls are enjoying it.

Thanks go to all of these and please forgive me if I have omitted anyone.

The charity is delighted with the launch of the Lavender treatment room. Here you will find the podiatrist Katrina Swift, the audiologist Rosie Hall, and Lisa Lipscomb hairdressing .

All treatments are a great success and a big thank you to the professionals who without you, our clients and guests would not feel so good ! The Lavender room is reaching out to a wider group in the area, and we are delighted to welcome them to The Glaven .

It is hoped to expand on treatments in the future, starting with a cuppa and cake event 2nd April 2024, to go alongside Lisa's hairdressing day, with donations welcomed.

Have you seen the new see-through donations tube or box, made by Dave Fairbrass. This makes giving donations very easy! The trustees are also exploring updating the website to include a click through "button" to facilitate making it even easier to donate to the charity. We appreciate that not everybody donates money, some donate their time, and this is appreciated.

The facilities, the policies and protocols require constant updating. Many thanks go to Sue Buck of People Plan for her input as Human Resources Consultant, to Rachel Garrett RGN who joined the team covering maternity leave and is using her particular talents to help in this regard. Rachel has completed the tendering process to register the charity as a provider organisation with Norfolk County Council; she continues to work on the documents, such as the clinical standards, which underpin the application. I repeat these are constantly being updated, such as the NHS policy for Incident Reporting which is now called the **Patient Safety Incident Response Framework**. I am very grateful to Antonia, Rachel and Sue who are studying and incorporating this into the charity's policies.

The trustees have looked and continue to look for ways to increase client numbers, by increasing awareness in the public eye, and that of the health professionals. Once a month, the charity provides hot meals to the Poppy Club in Holt. Steph liaises with Kirsty Brown, the Commissioning Project Officer, and with Claire Chapman the Community Connector for Norfolk County Council. Age Concern, Fakenham have been contacted to help provide transport from Briston and Melton Constable, areas beyond the charity's normal catchment area. Antonia and Victoria are meeting the parish councils of Melton Constable and Briston on 15th April to try and move this forward.

Home Instead of Holt have been invited to hold a team meeting at the centre. Following the example of a client regularly coming from Letheringsett Hall by the charity's transport, an approach has been made to Heath Lodge Care Home in Holt, to see if any of their clients would like to come to the centre. Peta Benson, chairman of Holt Caring, has taken some trifold leaflets to give to its drivers to distribute to possible interested parties.

Closer liaison is sought with Social Workers, District Nurses, and other health professionals. There is a high expectation of the traditional close links with Holt Medical Practice being continued. The charity has been invited to give a

presentation in May, to the HMP staff at a Practice Meeting, thank you Miranda for pulling the presentation together.

Fundraising events not only raise money but a greater awareness or footprint in the community.

For this coming year, the charity's 50th, plans are already far advanced to hold a coffee morning on 6th April at the Harbour Rooms, to be involved in the Party on the Pastures on 18th August, as well as to celebrate this special year with a Wine and Cheese Party at Bayfield Hall on Saturday 22nd June 2024 by kind permission of Caroline and Roger Combe.

The last time I checked the lottery has raised £1718 for the charity. New or additional participants are very much welcomed:

<https://www.onelottery.co.uk/support/glaven-caring>

The sale of Christmas cards designed by local artists in the past three years has not only brought valuable income but also given the charity the opportunity to increase its presence within the local community, at events such as at Christmas Fairs. The two winners of competitions held by the Blakeney Primary School in each of the last two years has resulted in four new cards being added.

Future capital plans include the garden room to be more comfortable in winter and summer. The plans to convert the toilet by the front door to being user friendly for disabled access are on hold for the moment.

As well as training in areas such as moving and handling, safeguarding, awareness of mental health and dementia, infection prevention and control,

there are plans for staff/volunteers to gain rightly deserved Care Certificate qualifications, but that they do not currently hold.

Constructive criticism, and ideas that the charity would benefit from, are always welcomed. I was recently pointed in the direction of the “Compassionate Communities” initiative. There is no doubt that the Glaven Caring Charity shares the aims of this initiative; who knows the trustees may decide to go further down this path.

On behalf of the trustees, I wish to express thanks to all the staff and volunteers for all their hard work. How else would we keep this wonderful charity going and viable we hope for the next 50 years.

Updated 27th March 2024

Registered number 1198417
Company number CE029472

Glaven Caring CIO
Report and Accounts
31 August 2023

GLAVEN CARING CIO**INCOME AND EXPENDITURE ACCOUNT
FOR THE PERIOD 29 MAR 22 TO 31 AUGUST 2023**

		Aug 2023
	£	£
Income		
Voluntary Income		
Charitable trusts	5,000	
Legacies	27,334	
Donations	45,773	
Gift aid received		
		78,107
Fundraising		6,290
Investments	22,890	
Unit Trust COIF dividends	7,754	
Gain on disposal of assets and investments	14,220	
Rental income	1,175	
Bank interest	145	46,184
Charitable activities		
Day Care (incl. lunches)	72,034	
Clinical commissioning Group NN	10,639	82,673
Grants		5,444
Total incoming resources		218,698
Resources expended		
Nursing salaries incl. Chiropdy and cleaning		104,300
Catering		
Salaries	36,337	
Other	15,419	51,756
Administration		
Managers wages		31,238
Employers NI and pension		4,578
Administration		21,591
Electricity		6,062
Water		1,512
Rates		569
Accountancy		1,688
Transport		7,859
Training		887
Maintenance of centre		10,386
Legal and professional		834
Depreciation	6,212	6,212
Total resources expended		249,472
Net incoming resources(expenditure)		(30,774)

GLAVEN CARING CIO

BALANCE SHEET AS AT 31 AUGUST 2023

	Note	Aug 2023 £
Fixed assets		
Tangible fixed assets	1	165,263
Investments at market value		692,820
		<u>858,083</u>
Current assets		
Debtors	2	12,183
Cash at bank and in hand		27,214
		<u>39,397</u>
3		(3,615)
Net Current Assets		<u>35,782</u>
TOTAL NET ASSETS		<u>893,865</u>
Funds of the Charity		£
General Fund		612,574
Investment revaluation reserve		131,291
Property revaluation reserve		150,000
Total Funds		<u>893,865</u>

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Signed on behalf of all the trustees

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Date:

GLAVEN CARING CIO
Notes to the financial accounts

For the period 29 March 2022 to 31 August 2023

1 Fixed Assets

	Furniture & Equipment	Property	Total
	£	£	£
Transfer cost at 28 March 2022	38,747	150,000	188,747
Additions	3,618		
Total cost to 31st August 2023	<u>42,365</u>	<u>150,000</u>	<u>188,747</u>
Depreciation			
Transfer depreciation at 28 March 2022	20,890		20,890
Depreciation in period	6,212		6,212
Accrued depreciation to 31 August 2023	<u>27,102</u>		<u>27,102</u>
Net Book Value 31 August 2023	<u>15,263</u>	<u>150,000</u>	<u>165,263</u>

31/08/2023

2 Debtors

Trade debtors	<u>12,183</u>
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3 Creditors: amounts falling due in less than one year

	31/08/2023
Trade creditors	1,984
Taxation and social security	1,624
Other creditors	7
	<u>3,615</u>

Represented By

	General Fund	Investment revaluation reserve	Property revaluation reserve	Total Funds
	£	£	£	£
Transfer to CIO at 29th March 2022	643,348	203,804	150,000	997,152
Net incoming resources(Expenditure)	(30,774)			(30,774)
Unrealised gain on revaluation		(72,513)		(72,513)
Total funds as at 31st August 2023	<u>612,574</u>	<u>131,291</u>	<u>150,000</u>	<u>893,865</u>



Section A

Independent Examiner's Report

Report to the trustees of

Charity Name

GLAVEN CARING DISTRICT COMMITTEE

On accounts for the period
ended

31 AUGUST 2023

Charity no

1198417

Responsibilities and basis of
report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period 29th March 2022 to 31 August 2023

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's
statement

The charity has requested an independent examiner's statement and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountant in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

15 February 2024

Name:

Janet sorrell ACA

Address:

Glaven Farm Barn

Thornage road
Letheringsett, Norfolk, NR25 7JE

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.