



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

Period start date 1st August 2022 Period end date 31st March 2023

Charity name: Chertsey & Addlestone Good Neighbours

Charity registration number: 1199708

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To assist those in need by reason of age, ill health, disability or other social and economic disadvantage primarily in the communities of Chertsey, Addlestone, Ottershaw and Lyne through the provision of volunteers to provide practical assistance services, transport, companionship/social interaction and other 'neighbourly' assistance. This helps to alleviate some of the strain on local services. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The provision of volunteers to provide practical help, transport, companionship/social interaction and other neighbourly assistance. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees are aware of and have regard of Charity Commission guidance on public benefit. |
| | | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|---|
| Policy on grant making | Para 1.38 | The Trustees may in the future make periodic grants to advance the objects of the charity. |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | The charity is largely run by volunteers, primarily the volunteer drivers & trustees. Trustees take lead roles of chairmanship, treasurer, secretary, with leads on social media. |
| | | |

| | | |
|-------|--|--|
| Other | | |
|-------|--|--|

Achievements and Performance

| | SORP reference | |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>We gained foundation CIO registration on 19th July 2022, which activated our CAF Bank Account.</p> <p>A lot of time during our first FY as a 'new' charity was spent getting the newly combined Chertsey and Addlestone Good Neighbours voluntary groups 'fit for purpose', combining the driver & client databases, and the recruitment of volunteer drivers to manage the increased workload.</p> <p>We have continued our mission supporting the local community by providing a service which enables the frail and often elderly in need to access local facilities and services such as: hospitals, doctors, dentists, opticians, local community/day centres (especially those that support clients with dementia), shops and hairdressers. We also provide a befriending service.</p> <p>During the year, ending 31st March 2023 our volunteer drivers undertook 4716 jobs supporting approx.150 clients, of which 79 were registered during the year. We recruited 10 additional volunteer drivers during the same time period.</p> <p>We rebranded and created a 'new' website, Chertsey & Addlestone Good Neighbours (chertseyandaddlestonegoodneighbours.co.uk) and Facebook group. Our Business Plan identified a need to increase our collaterals including a branded gazebo, flags, leaflets etc.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | We have met all the goals set for our first year as a registered CIO charity. |
| Performance of fundraising activities against objectives set | Para 1.41 | Fundraising is mainly focussed on donations from clients for transport to and from their destinations – e.g. medical appointments and day care centres. We supplement this income with additional fundraising - e.g. attendance at local community fairs (which also gives us the opportunity to promote the charity), and grant applications to local small businesses and local authorities. |

| | | |
|---|-----------|---|
| Investment performance against objectives | Para 1.41 | No investments made – we do not intend to make investments. |
| Other | | |

Financial Review

| | | |
|--|-----------|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | We are a self-funding scheme primarily based on client donations. The total income was £20,763, (of which £1098 was restricted funds) & expenditure £14,033 resulting in a first year surplus of £5632. This along with cash funds of £10,731 brought forward from the previous year, FY ended 31/07/22, gives cash funds of £16,363, plus the restricted funds. £10,000 of this has been set aside as a reserve with the balance being put towards the improvement of the charity's identity and upgrading client/driver booking system. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | Reserves are held to cover the core operating costs, such as Public Liability Insurance, duty officer and volunteers' expenses. |
| Amount of reserves held | Para 1.22 | Based on a reserve of £10,000 and our current and projected activity levels, we could support the operation for one year even if we received no donations from most of our clients. At present, there are no paid employees, but an honorarium is given to our Duty Officer. The honorarium is ~25% of the total income, which the trustees consider as acceptable. |
| Reasons for holding zero reserves | Para 1.22 | No zero reserve held. |
| Details of fund materially in deficit | Para 1.24 | None |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | The role of the Duty Officer is pivotal to the smooth operation of the charity. Succession plans are in place including volunteer support for the duties of this role. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | The primary source of income is the donations made by our clients. We supplement this income stream with fund-raising and successful grant applications. We are thankful for £1098 funds from Surrey County Council Members Allocation, which will fund a new branded gazebo. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | No investments are envisioned. |

| | | |
|---|-----------|--|
| A description of the principal risks facing the charity | Para 1.46 | The principal risks are the resignation of the Duty Officer, failure of the booking system and a significant reduction in volunteer drivers. This is separate from multiple trustee resignation. We have a risk register in place that is reviewed periodically. |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|--|
| Description of charity's trusts: | | Trust |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution |
| How is the charity constituted? (e.g. unincorporated association, CIO) | Para 1.25 | Foundation Charity Incorporated Organisation (CIO) |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Nominated individuals elected by Board of Trustees with signed Declarations. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | Trustees are trained in the charities governing document, policies & procedures and accounts at induction and ongoing. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The charity is managed by a Committee comprising of its Trustees. Each Trustee takes a pivotal role in managing the charity. |
| Relationship with any related parties | Para 1.51 | |
| Other | | We have developed and are maintaining various policies & procedure documents. |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Chertsey & Addlestone Good Neighbours |
| Other name the charity uses | C&AGN |
| Registered charity number | 1199708 |
| Charity's principal address | Chertsey and Addlestone Good Neighbours, 18 Renaissance Court, 50 High Street, Addlestone, Surrey KT15 1TR. |
| | |

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 | Christine BA Leach | Chairman | | Board of Trustees |
| 2 | Mary Fisher | Treasurer | | Board of Trustees |
| 3 | Dr Brian Frank Perry BEM | Secretary | | Board of Trustees |
| 4 | Adrian Elston | | | Board of Trustees |
| 5 | Diana Jane Maris | | | Board of Trustees |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
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| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
| None | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
| None | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Funds held as custodian trustees on behalf of others

| | |
|---|------|
| Description of the assets held in this capacity | None |
| Name and objects of the charity on whose behalf the | N/A |

| | |
|---|-----|
| assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | N/A |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|-----|
| N/A |
|-----|


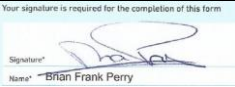
Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---|---|
| Signature(s) |  |  <small>Your signature is required for the completion of this form</small> <small>Signature*</small> <small>Name* Brian Frank Perry</small> |
| Full name(s) | Christine BA Leach | Dr Brian F Perry |
| Position (eg Secretary, Chair, etc) | Chairman | Secretary |
| | 28 th January 2024 | 28th January 2024 |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Chertsey and Addlestone Good Neighbours

No (if any)
1199708

CC16a

Receipts and payments accounts

| | | | |
|---------------------|---------------------------------------|----|-------------------------------------|
| For the period from | Period start date 01-Aug-22 | To | Period end date 31-Mar-23 |
|---------------------|---------------------------------------|----|-------------------------------------|

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 | | | | | |
| Client donations | 17,411 | - | - | 17,411 | - |
| Other donations: | 1,750 | 1,098 | - | 2,848 | - |
| Telephone (St Anne's Church) | 380 | - | - | 380 | - |
| Interest | 13 | - | - | 13 | - |
| Black Cherry Fair/Goose Fair | 111 | - | - | 111 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 19,665 | 1,098 | - | 20,763 | - |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 19,665 | 1,098 | - | 20,763 | - |
| A3 Payments | | | | | |
| Volunteer Expenses | 7,923 | - | - | 7,923 | - |
| Telephone (see above) | 380 | - | - | 380 | - |
| Duty telephone | 22 | - | - | 22 | - |
| Insurance | - | - | - | - | - |
| Advertising | 143 | - | - | 143 | - |
| Lap top, software and website | 1,642 | - | - | 1,642 | - |
| Sundries, Stationery, subscriptions, postage | 134 | - | - | 134 | - |
| Black Cherry Fair/Goose Fair | - | - | - | - | - |
| Socials | 374 | - | - | 374 | - |
| Honorarium: C Leach | 3,333 | - | - | 3,333 | - |
| Bank charges | 82 | - | - | 82 | - |
| Sub total | 14,033 | - | - | 14,033 | - |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 14,033 | - | - | 14,033 | - |
| Net of receipts/(payments) | 5,632 | 1,098 | - | 6,730 | - |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 10,731 | - | - | 10,731 | - |
| Cash funds this year end | 16,363 | 1,098 | - | 17,461 | - |

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

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | CAF CASH | 10,406 | 1,098 | - |
| | CAF SAVINGS | 5,957 | - | - |
| | | - | - | - |
| | Total cash funds | 16,363 | 1,098 | - |
| (agree balances with receipts and payments account(s)) | | OK | OK | OK |

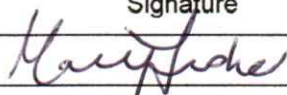

| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--|------------------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | Laptop | Unrestricted | - | - |
| | 2 x card readers | Unrestricted | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|---|---------------|------------------|
|  | MRS M. FISHER | 12/6/23 |
|  | C.B.A. LEACH | 12.6.23 |

Notes to the accounts:

1. The opening balance of £10,371 was transferred from the former Chertsey Good Neighbours.
2. The restricted fund of £1,098 is a grant from Surrey County Councillor Mark Nuti's members allocation towards a branded gazebo.
Other donations were from Chertsey Nursing Association £1,000 and Saeso Ltd £750.
3. The following payments were made to trustees during the period:

| | |
|---|--------|
| For vehicle expenses in common with other volunteers | |
| Diana Maris | £780 |
| Adrian Elston | £428 |
| To reimburse for purchases made on behalf of the charity in the normal course of its operations | |
| Adrian Elston | £202 |
| Mary Fisher | £121 |
| Christine Leach | £14 |
| For administration and secretarial services | |
| Christine Leach | £3,333 |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Chertsey and Addlestone Good Neighbours

On accounts for the year
ended

31 March 2023

Charity no
(if any)

1199708

Set out on pages

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31 March 2023.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have
come to my attention (other than that disclosed below *) in connection with
the examination which gives me cause to believe that in, any material
respect:

- accounting records were not kept in accordance with section 130 of
the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Mark Adams

Date:

04/07/2023

Name:

Mark Adams

Relevant professional
qualification(s) or body
(if any):

ATT

Address:

6 Wendover Place

Staines

Middlesex TW18 3DG

Only complete if the examiner needs to highlight 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.