

Age Concern Harlow

Annual Report and Financial Statements

For the year ending 31st March 2020/21

Chief Officer: Lisa Fowler
Leah Manning Centre,
Park Lane,
Harlow
Essex CM20 2QJ

Hon. Treasurer: David Tregunno
13 Leaden Close
Leaden Roding
Essex CM6 1SD

Bank:
Lloyds Bank PLc.
East Gate
Harlow
Essex
30-93-89

Accountant
Mr Colin Wills
SUM-IT-UP Services,
The Maltings,
Station Road, Sawbridgeworth,
Herts , CM21 9JX

Registered Charity Number: 264451

Trustees' Annual Report

for the period

1st April 2020 to 31st March 2021

Charity Name **Age Concern Harlow**

Registered Charity Number 264451

Charity's principle Address **Leah Manning Centre**
Park Lane, Harlow
Essex, CM20 2 QJ

Trustees Names and Office

Derek Wing **President**

David Tregunno **Chief Executive and Treasurer**

Name of Chief Officer and Other staff employed:-

Lisa Fowler **Chief Officer**

Anne-Marie Taylor **Assistant Chief Officer**

Elected Executive Committee members in addition to Trustees and Officers.

Jean Skinner **Connie's Wish Rep.**

Ethel Brooker **Friendship F. Rep.**

Jane Millar **Manager Leah Manning Centre**

Becci Court **Harlow Council Representative**

Structure, Governance and Management

Governing document: - Constitution adopted 2006

Charity is constituted by: - Membership of the charity following nomination.

Trustee selection: - Trustees are appointed or reappointed annually at the Annual General Meeting held in April/July.

Objectives and activities

To further charitable purposes for the benefit of the elderly in the district of Harlow and, in furtherance of these objectives to co-ordinate and supplement the work of all those whose interest is the care and happiness of the elderly in the district of Harlow.

A welcome to 'Age Concern Harlow' booklet has been produced to assist new and existing members. It contains a little history of the group, what is available to members, terms relating to personal conduct at meetings and details of policies and where to find them.

Additional Governance and Trustee Report

Age Concern Harlow is formally classified as a Friend of Age UK.

We continue to update ourselves with government legislation in terms of staff pension facilities, data control, staff monitoring and care of vulnerable members etc. Policies and procedures are reviewed annually at the executive meetings, or as specified on the control sheet.

This has been an extremely hard year for all the members of the club due to covid 19 and the need to stay at home. We sadly announce the passing of Phillip Tester who was a key volunteer of AGE CONCERN HARLOW for many years and who will be missed tremendously. David Tregunno, Lisa Fowler, Anne-Marie Taylor, and Linda Andes, representing the club said a fond farewell and were able to support his family at his cremation.

Regrettably, Daniel Allen (Trustee) decided to leave us in July 2020, and we wish him well in his new endeavours. This however leaves us without I.T. specialist support and we will be searching for a replacement.

Lisa Fowler and Anne-Marie Taylor work closely together to ensure a smooth running of the clubs and the organisation, remembering to care for themselves as well as our volunteers and clients. The Trustees wish to sincerely thank them for continuing their support, by telephoning all forty members once a week through-out the closure of the club. In some instances, they have gone beyond just phoning and have carried out personal actions to support and help the members. We admire their diligence and tenacity to show true 'caring love' for the people who are members of AGE CONCERN HARLOW.

Full executive meetings had to be abandoned but two management meetings were held (within covid restrictions) to keep the momentum and directions of actions that could be taken to support and motivate members. We have missed our executive members and look forward to them returning soon. Trustees and volunteers receive no remuneration or other benefits for their time, and all are prepared to step into roles to assist others. We thank them all for their hard work and contributions.

Chief Officers report

Anne-Marie, myself along with David have been in contact with our members on a weekly basis and have ensured they have adequate food and necessities in. In the beginning everyone was a little scared but all were doing well and understood the importance of staying home and on our weekly calls we would suggest things to keep them amused such as reading, puzzles etc. We also suggested that members contact each other to keep themselves sociable and this continues today.

Throughout the lockdowns and restrictions, we have sadly lost Phil Tester who was an invaluable member of our team and will be sorely missed by everyone at Age Concern Harlow. Sadly, we have also lost Ivy Andrews and Pam Jacobs to this awful disease, both will be dearly missed at club. I miss speaking to them each week and I know how much their friends are missing them to.

All members I feel have been very resilient throughout this pandemic and have really tried to keep positive and upbeat. All say how much they look forward to speaking to us each week and are continually thanking us.

I have had meetings with Age well and discussed what a return to social activities would look like and it has become apparent that with some members coming back out again may cause anxiety and worry. A sub group has been formed which Age Concern Harlow are a part of and we met 09.04.2021 to discuss ways forward for these members. It was suggested that we try and involve St. Clares hospice with some training for us. We will find out at the next meeting which is in June I believe.

I have been in contact with Jane Millar the manager of LMC and they have put their risk assessments in to their heads of department and are awaiting a response to see when they can open. The risks I believe that will delay our opening are the use of the facilities within the LMC so we need to meet with Jane and discuss this further once their risk assessment is approved. I have emailed her to ask if she would like to meet after this meeting to discuss our return and am waiting a response.

I have also been in touch with Dellar Nash from the volunteer centre and explained our situation with regards to our lack of volunteers. She has kindly sent through a potential volunteer to whom I have sent out an application form. Della is also on the lookout for a trustee and more volunteers.

Financial Review

All funds held within the bank account are held as unrestricted funds and are the results of the income and expenditure passing through the Organisation. A contingency of £9000 is maintained in the account as reserves to cover possible winding up fees or emergency funds needed.

We are grateful to the Harlow Council for its key support in the form of a grant of £10,000 and premises leased at a reasonable cost. We also thank, most sincerely for the additional funds received, as listed on the accounts, without them we would have had difficulty surviving.

The accounts this year cannot be compared to any other year and again we thank the funding organisations as we will take a long time to build back the funds that we had held. As there are no club meetings there is no other income but still expenses to pay.

We continue to look for additional trustees and volunteer staff to ensure the continuance of these services. A remuneration committee has been formed to consider the salaries of staff at an annual meeting.

Declaration

The Trustees declare that they have approved the trustees' report and Financial statements attached.

Signed on behalf of the charity's Trustees;-

Name

DAVID MEGUNNO

Position

Chief Executive

Date

13th April 2021

Signature



INCOME AND EXPENDITURE

AGE CONCERN HARLOW

Accounts as at 31 st March 2021					
2019/20	Income			2020/2021	
10,000.00	Harlow Council Grant		£10,000.00		
	Community Wellbeing Service		£2,000.00		
	Harlow Council Grant Relief Fund?		£5,000.00		
	Community Cremator Parndon Wood		£5,000.00		
5,000.00	Essex Community Fund		£5,000.00		
			27,000.00	27,000.00	
3,397.03	Donations			32.74	
	Session Fees				
1,414.00		Line dance	0.00		
3,625.00		Connies Wish	0.00		
4,244.00		Friendship Friday	0.00		
678.00		Provided Transport	0.00		
			0.00	0.00	
2,591.20	General Fundraising	Social Group Raffle	0.00		
0.00		Charity Car Park	0.00		
0.00		Christmas & Raffle	0.00		
0.00		Sausage Sizzle	0.00		
0.00		Charity Dance	0.00		
			0.00	0.00	
2,627.02	Food Sales			0.00	
2,498.00	Sundry Income			30.51	
36,074.25	Totals		Total Income	27,063.25	27,063.25
	Payments				
1,903.67	Food Expenses			0.00	
733.84	Raffle Prizes			0.00	
1,441.30	Line Dance and IT			120.00	
681.54	Transport	Volunteers	0.00		
1,243.50		Harlow Community Transpo	0.00		
		Total	0.00	0.00	
511.36	Liability Insurance			457.61	
465.14	Office Equipment			270.44	
14.40	Training+Health &S			0.00	
1,992.83	NIC + TAX + Pension			1,979.88	
1,385.00	Fundraising			0.00	
16,358.04	Salaries			16,358.04	
1,391.94	Internet/Telephone			1,116.79	
277.54	Stationary			0.00	
2,750.00	Rent and Rates	Rent	3,083.34		
383.04		Rates	442.24		
		Total	3,525.58	3,525.58	
120.00	Sundries	Accountant			
200.00		Cannalability Deposits			
		ICO z8346924	35.00		
626.08	Toasters+Chistmas	Other items +Shredding	86.40		
			121.40	121.40	
32,479.22			Total Expenditure	23,949.74	23,949.74
3,595.03			Income /over expenditure		3,113.51
17,149.73			Bank Balance Carried Forward		20,744.76
20,744.76				Current Bank Balance	23,858.27

Statement of Assets and Liabilities at 31st March 2021

<u>2019/20</u>	<u>Assets</u>	<u>2020/21</u>
17,149.73	Bank Current Account	20,744.76
	Outstanding items	
3,595.03	Income Over Expenditure	3,113.51
<u>20,744.76</u> =====		<u>23,858.27</u> =====

Bank Reconciliation

Balance as shown on Bank Statement	March 31st 2021	£23,858.27
Debtors	Plus Outstanding Deposits	
Creditors	Less Outstanding Payments	
	Cheque S/O	£0.00

Income and Expenditure accounts Balance	0.00	0.00
		<u>23,858.27</u>

Signed Treasurer Mr D Tregunno AIB

Difference 0.00

Independent examiner's report

Report to the Annual General Meeting of Age Concern, for the year ending on the 31st March 2021

I have independently examined the accounts of the organisation as set out above, and as required by the Charity Accounting Regulations 1997.

Age Concern has elected both to prepare the accounts on the receipts and payment basis and to subject its accounts to independent examination rather than an Audit.

My responsibilities are to :-

- # Identify whether or not proper accounting records have been kept;
- # Check that the accounts agree with the account records;
- # Look for possible significant errors in the accounts;
- # Check that the accounts have been properly prepared in accordance with the Charity Accounting Regulations in so far as these apply to the receipts and payments basis;

Where matters arise from this examination that give cause for concern it is my duty to report it.

My Report: No matters have arisen during the course of my examination where I have an adverse report.

Signed Accountant Colin Wills Sum-It-Up Services

Colin Wills 4/4/21