

Burpham Association Supporting Independent Living
Income and expenditure Account for the year ended 31st August
2022
Registered Charity Number 295017

	2021/2022	2021/2022	2020/2021	2020/2021
Opening Balances	£	£	£	£
Lloyds Bank Treasurers A/C		46,978.08		25,292.07
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Expenditure	2021/2022		2020/2021	
Christmas Gifts for Residents	-		1,640.00	
Refund to Barry Skinner Vehicle purchase deposit.	-		500.00	
Vehicle Purchase to Wilsons Automobiles	-		12,489.00	
Jubilee Celebrations for Residents	500			
Small Society Lottery Registration	20			
Total Expenditure	520		14,629.00	
Remaining Balance		46,458.08		10,663.07

Income		2021/2022	2021/2022	2020/2021	2020/2021
B Skinner Charity Walk					
Donations (see over)		2,209.86		1,205.00	
Friends of Coveham Grant		-		35,000.00	
Gift Aid Receipts		-		5.01	
DVLA Road Fund Tax Refund		-		105.00	
Total Income		2,209.86		36,315.01	
Closing Balance Lloyds Bank Treasurer's Account			48,667.94		46,978.08

Certified Correct

Auditor

Date

Hon. Treasurer

Date

Donations from 01.09.2021 to 31.08.2022

Date	Name of Donor	Details	Amount
	Andrew & Maya Skinner	12 monthly payments of £10 each	£120
15.12.21	Anon	Cheque Deposited at Church Street Branch	£50
02.02.22	Jacky Skinner	From friends on special birthday	£333.24
16.02.22	Anon	Cheque Deposited at 83 High Street Branch	£25
11.04.22	Betteridge A Donation		£50
09.05.22	Amazon Europe Core		£5
19.05.22	Barry & Jacky Skinner	BASIL Walk	£100
19.05.22	H.Jones, Y.Rayner, D.Brewer, B.Robertson	BASIL Walk	£245
20.05.22	P Fuller	BASIL Walk	£20
23.05.22	Sarah James	BASIL Walk	£91.62
25.05.22	V Burstn & Danny	BASIL Walk	£1,100.00
24.06.22	K.Woodbridge	BASIL Walk	£70
	Total Donations		£2,209.86

Minutes of the BASIL Committee Meeting 15 February 2023

Present: Barry & Jacky Skinner, Lucy Wilby, Jan Denham, Sarah James, & Fatima Ahmad.

Apologies for absence: Tim & Yvonne Woodbridge, Yvonne Rayner

Matters of significance: where a formal vote or general agreement was reached are highlighted. Any errors on wording should be notified to the Chairman ASAP or raised at the next meeting before the minutes are approved.

Agenda item	Action
2. Minutes of previous meeting 12 Oct-2022. Proposed: Jacky, 2 nd Jan. agreed unanimously.	
3. Matters arising from previous meeting: (not dealt with elsewhere) - None	
4. Chairman's Report:	
<ul style="list-style-type: none"> ● Jacky and Barry will visit Jill Corpes as she could not come to the meeting and be presented with a thank-you card and bouquet of flowers to express the committee's appreciation of her many years' service as a trustee and secretary on the committee. 	Barry, Jacky
<ul style="list-style-type: none"> ● Charities' List: Barry to contact Ann Rigby on fundraisingadvice@surreyca.org.uk 	Barry Barry All
<ul style="list-style-type: none"> ● Guildford Council Website 'Guildford 4 Community'. Barry to monitor as required. 	Barry/Lucy
<ul style="list-style-type: none"> ● Planned dates for your diaries: The planned committee meetings are: Wed 10 May-2023 at 11:00am (subsequently cancelled due to Jacky and Barry's house move on that day), Wed 5 Jul-2023 at 11:00am, 18 Oct-2023 at 11:00am. AGM to be determined. 	All
<ul style="list-style-type: none"> ● The 2021/2022 annual accounts need to be completed by Lucy/Barry and then audited by Simon Jones our honorary auditor. Once this has been done Barry will add the accounts statement for y/e 31 Aug-2022 to the BASIL entry on the Charity Commissioner's website. 	Lucy/ Barry
<ul style="list-style-type: none"> ● The 2021/2022 AGM meeting date will be announced in due course once accounts are ready, it will be in the evening in order to attract younger carers. A spring time meeting may help get more carers to come along. Barry has contacted Cobham Link and their premises are available for hire at £17 per hour (special rate for charities) - Wednesday evenings are available except the 3rd week of the month. Barry left a message with Surrey Choices at Lockwood, but has not yet received a reply. 	All
<ul style="list-style-type: none"> ● Last year's Sponsored Walk in May-2022: All donations now received. 	Barry

<p>Now need to progress the Gift Aid claims. Lucy tried to set up a 'Just Giving' page for BASIL. There had been an old account started which means that she couldn't set up a new one initially. 'Just Giving' agreed to set up a new one with new treasurer details in (including photographic ID and bank statement ID). Lucy was in the process of doing this as it required ID from two trustees. Lucy to share 'Just Giving' details once complete so that people can donate online via 'Just Giving' if they wish and nominate for Gift Aid as part of this process.</p> <ul style="list-style-type: none"> ● Sponsored Walk on 21 May-2023: This walk is run by the Guildford Wey Rotary Club starting and finishing in Shalford Park, Guildford. It has a 5 km walk or a 10 km walk and takes place over country tracks, woodland and riverside paths so is not for less able-bodied people. Barry will not be available to do the walk this year as he is away. This event is always a good fund raising opportunity so a communication will be sent out to our friends/carers. Lucy volunteered to take part in the walk and would be committing to the 10km route. Barry will organise for a letter to be sent out to all Mallow families notifying them of the event and inviting sponsorship. He will invite any other participants to group together at the 'check-in tent' at 9.30am. Any participants will be asked to download sponsorship forms from the Rotary Club website. ● Garden Shelters: Fatima confirmed that they had changed their minds to pagodas, rather than a garden shelter. Number 30 was now up and can be seen by all. See Fatima's report ● BASIL offered to fund a celebration for the residents on the occasion of the King's Coronation on 6 May-2023. 	<p>All Fatima</p>
<p>Treasurer's Report</p> <ul style="list-style-type: none"> ● There is work to be done on the gift aid claims from the sponsored walks in May-2020 and May-2022 and other qualifying donations. Lucy informed us that the gift aid process is now on-line and entry to it involves using the Government Gateway. Barry had set up our access last year when submitting the Company Tax Return, so all that was necessary was for him to add Lucy to the Gateway to allow her access to it. At the end of the meeting this was achieved by Lucy negotiating her way round the Government Gateway website. <p>Lucy provided a report for this committee meeting showing the Balances, Income and Expenses from 16 Sep-2022 to 16 Jan-2023</p> <p>Opening balance: £48,677.94 Income: £140: donations of £40 from Andrew & Maya Skinner, £100 Yvonne Rayner Expenses: £1,500 for MC residents for Christmas and New Year</p> <p>Closing balance: £47,317.94 in Lloyds Bank current account.</p>	<p>Barry/Lucy</p>
<p>6. Correspondence: - None</p>	
<p>7. Team Manager's Report. Reported by Fatima Ahmad</p> <ul style="list-style-type: none"> ● Rodney House, Langdown & Mallow Crescent. There are some service changes proposed for Rodney House & Langdown, which are Residential care homes for people with learning disabilities & autism in Walton on Thames, & Arundal House in Banstead. It is proposed that they 	

<p>transition to Supported Living from April 2023 & sit under the Mallow Crescent registration. There won't be any impact for people living at Mallow. Fatima & Bibi Jaufaraully, the Team Manager for Rodney House & Langdown, will both be registered managers for personal care at Mallow. In practice, Fatima will continue to manage Mallow Crescent & Bibi will manage Rodney House & Langdown. Over time there will be more standardisation across the service so that all locations operate in a similar way. Arundal House is no longer up to standard so is being phased out.</p> <ul style="list-style-type: none"> ● Telephone Lines & Connectivity Outage at Mallow Crescent. There is a planned maintenance by BT on 14 March 2023 when the landline & access to Wi-Fi will be out of order for approximately 12 hours. House mobile phones will be available. Notification will be sent out in due course. ● Pergolas and Gazebos. House 30 has had their Pergola installed. The other houses are waiting for the dates to be erected. ● Redecoration of the homes: It was hoped that this would be carried out by 'Surrey Care Association' but this has not been confirmed yet. Full redecorations are due to take place in 2-3 months time.. ● Stars in Surrey Awards. This scheme run by Surrey Count Council recognizes the contributions made by their members of staff. Fatima was pleased to report that there have been nominations from Mallow. BASIL offered their congratulations to those staff nominated and extended their thanks to all the staff at Mallow for their hard work and dedication. ● Possible purchase of a small car to replace the old people carrier. Fatima informed us that the staff have decided not to move forward with the purchase of a new car at the moment. This is due to possible reorganisation in the future (linked to Rodney House & Langdown). 	All
<p>8. Fundraising/Social Events:</p> <ul style="list-style-type: none"> ● We are waiting for the Guildford Wey Rotary Club to finalize details of the Sponsored Walk & update their web site so that we have access to the sponsorship forms, maps, etc. Once this information is available Barry will prepare an email and ask Fatima to send out a notification to our friends and carers, and encourage some people to do the walk with Lucy and/or sign-up for sponsorship. Barry promised to supply Sarah with some sponsorship forms when they are available, as Sarah is keen to get her friends to support our cause. ● Lucy has re-designed the information leaflet for BASIL and also a logo that could be used on correspondence, if desired. Now that this is in 'e format' it can be emailed as a PDF if required. The committee agreed that this leaflet was excellent and 'fit for purpose' and liked the logo. ● Lucy now plans to build a poster that could be used as a quick A4 'this is us' advertisement to use wherever possible. Lucy will bring this to the next committee meeting. Thanks to Fatima for providing the up to date photographs used on the publications. 	All Barry Barry All Lucy
<p>9. Any other business:</p>	

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| <ul style="list-style-type: none"> ● Sarah suggested that the AGM should be a wine and cheese evening. ● Lucy suggested we need to be on FACEBOOK as it would be a way of advertising our presence and looking for new trustees. | |
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Committee Meeting at 29 Mallow Crescent – Wednesday 5 July-2023 at 11:00am

AGENDA

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| Apologies for absence | 6. Correspondence |
| Minutes of previous meeting 15 Feb-2023 | 7. Team Manager's report |
| Matters arising | 8. Fund raising events/activities |
| Chairman's report | 9. Any other business |
| Treasurers' reports | 10. Dates of further meetings |

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