



CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

TRUSTEES' ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

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CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

**CHAIR'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

Well, what a year it has been. If the pandemic has taught us anything, it is that neighbourliness and community spirit are just as important, or even more important, than ever.

I feel we have demonstrated this in the way we have managed our Service. Hours have been increased, we have supported the local Hospice, and we worked well with Thornbrook Surgery.

Chapel Mobile Physio are recognized as being an essential service to help with the effects of the pandemic and we received over £7,000 of Covid Relief Funding. We have been very well supported by local business and are now on a sound financial footing, although we can't be complacent and need continued support to help more elderly people live independently in their own home. We must make sure we are easily accessible.

Chapel Mobile Physio would like to thank all our supporters, and we look forward to getting back into our Community with our fundraising events. Onwards and upwards!

.....
Cllr Kath Sizeland – Chair

Date:

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name

The full name of the charity is "Chapel-en-le-Frith Mobile Physiotherapy Service".

It is also known as "Chapel Mobile Physio".

Registered charity number

500497

Principal address

3 Church Brow, Chapel-en-le-Frith, High Peak, SK23 0EU

Email address

ChapelMobilePhysio@outlook.com

Board of Trustees since the end of the previous financial year

Cllr Kath Sizeland

Mrs Ann Yates

Mrs Judith Aizlewood

Dr Graham Brodie MB, BS, MRCP

Miss Angela Rowbotham (resigned 24 June 2020)

Executive Committee at the date of this report

President - Mayor of the Borough of High Peak Cllr Ed Kelly

Vice President – Mrs Ann Yates

Chair and Representative of the Borough of High Peak - Cllr Kath Sizeland

Medical Adviser - Dr Graham Brodie MB, BS, MRCP

Honorary Secretary - Mrs Sandra Higgins

Honorary Treasurer - Mrs Judith Aizlewood

Representative of the Borough of High Peak - Cllr Stewart Young

Co-opted Members - Mr Alistair Rogerson, Mrs Pauline Turner, Mr Roger Turner

Executive Committee resigned since the end of the previous financial year

Mrs D Ashfield

Patron

Mr Nick Pilling

Mobile Physiotherapist

Maureen Pargeter MCSP, HCPC registered

Independent Examiner

Mr Tim Mourné FCCA

Mourné & Co Accountants, 10 Market Street, Chapel-en-le-Frith, High Peak, SK23 0HH

Website

www.ChapelMobilePhysio.org

Our website is hosted for free by Kualo.

REPORT OF THE TRUSTEES - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its constitution, as amended on 20 November 2019.

Recruitment and appointment of new trustees

The trustees regularly review the skills, experience and knowledge of the Board in order to identify when a new trustee needs to be appointed. The existing trustees decide the attributes which are needed in a new trustee and look to recruit from people already known to them. A suitable candidate is chosen and approached to be invited to join the Board. Once the position has been accepted, the new trustee is appointed and recorded with the Charity Commission.

Induction and training of new trustees

New trustees are expected to have a good understanding of the aims and objectives of the charity and its governing document. They are provided with a copy of the Charity Commission Guidance "The essential trustee: what you need to know, what you need to do" and are given additional support as needed so that they can properly perform their duties as a trustee.

Organisational structure

The officers of the charity are:

- the President, who is the Mayor of the Borough of High Peak;
- the trustees, of which there are a minimum of three and a maximum of five;
- the Honorary Secretary, elected annually at the Annual General Meeting; and
- the Honorary Treasurer, elected annually at the Annual General Meeting.

The charity is run by its Executive Committee, which consists of:

- the officers of the charity;
- one representative from each rural High Peak Parish from which a nomination has been received;
- two representatives from the Council of the Borough of High Peak; and
- up to six co-opted representatives of the rural Parishes of the High Peak who have knowledge and experience enabling them to make a valued contribution to the Committee, elected annually at the Annual General Meeting.

At least one and up to three Medical Advisers, who are suitably qualified, are appointed annually at the Annual General Meeting to advise the Executive Committee on medical matters.

Remuneration policy

No remuneration is paid to any of the members of the Executive Committee. Expenses may be claimed for costs incurred directly and exclusively in the course of the activities of the charity.

Our physiotherapist is paid in line with NHS pay scale rates.

Wider network

The charity has a service contract with the NHS Derby and Derbyshire Clinical Commissioning Group.

Referrals for treatment are taken from the following GP practices in the High Peak:

- Thornbrook Surgery, Chapel-en-le-Frith;
- Goyt Valley Medical Practice, Whaley Bridge;
- Evelyn Medical Centre, Hope; and
- Arden House Medical Practice, Hayfield.

Risk management

The Executive Committee identifies and review the risks to which the charity is exposed and to ensure appropriate controls are in place.

REPORT OF THE TRUSTEES - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objects as stated in its constitution are to promote, establish and maintain a mobile physiotherapy service in Parishes of the High Peak, as selected by the Executive Committee.

Significant activities

On the recommendation of a Medical Practitioner or as otherwise agreed by a majority of the Executive Committee on the advice of the Medical Adviser and Physiotherapist, physiotherapy treatment shall be made available in the home to elderly residents. Treatment is free of charge.

Public benefit

The trustees are aware of the guidance for the public benefit requirement in its charitable objectives, the running of the charity and its reporting responsibilities and have taken it into account when making a decision to which the guidance is relevant. A summary of the main activities undertaken by the charity to carry out its charitable purposes for the public benefit is included within this report. The trustees confirm that they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Volunteers

The members of the Executive Committee all provide their services for running the charity free of charge. The charity is supported by additional volunteers at its fundraising events.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

From March 2020 our service was restricted in line with Government guidelines that face-to-face contact with patients should be avoided where possible. This meant that initially home visits were put on hold, but we successfully rolled out an enhanced telephone consultation service which was very well received and helped our patients keep active. Our patients are elderly and many have been self-isolating at home on their own, and we recognise the importance of keeping as active as possible for both physical and mental good health.

During the early stages of the COVID-19 restrictions our physiotherapist supported the local hospice.

A summary of the charity's activities during the year is given in the Mobile Physiotherapist's Report on page 6.

Fundraising activities

The charity was not able to hold any fundraising events during the year, but some items which had been donated for the for the raffles, tombolas and bric-a-brac tables were sold at a pop up shop and via social media.

We have continued to be well supported by local businesses, groups and individuals, to whom we are extremely grateful for their donations, especially during such difficult times.

FINANCIAL REVIEW

Reserves policy

The charity has obligations to its employee and patients. To fulfil its obligations as an employer, an amount equal to the cost of redundancy is kept in a designated reserve. In order to make sure all patients receive their full course of treatment, an amount equal to three months' running costs is also set aside in a designated reserve. This is monitored throughout the year and adapted as circumstances change. Donations received specifically for any activity which has not yet been spent are set aside as restricted reserves.

REPORT OF THE TRUSTEES - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021

FINANCIAL REVIEW (continued)

Financial activities

Details of the financial activities of the charity during the year, including principal funding sources, how expenditure has supported the key objectives of the charity and the financial position at the year end is included in the Treasurer's Report on page 7.

Investment policy and objectives

All funds are kept in instant access bank accounts.

FUTURE DEVELOPMENTS

COVID-19

From July 2020 we increased our service provision hours by a third to meet the increasing demand arising from the effects of the pandemic and we intend to maintain this capacity for the foreseeable future. Following a COVID-19 risk assessment, face to face home visits are offered if safe to do so. Alternatively, telephone call consultation and support will be offered. PPE guidelines are adhered to.

Hope Valley

The service statistics have shown that there is a higher volume of referrals concentrated in the Chapel-en-le-Frith and Whaley Bridge areas than in the Hope Valley. Our service is available throughout the rural Parishes of the High Peak, and we have been granted funding to increase our service in the Hope Valley. Our aim of expanding our service and treat seven or eight people from this area has not yet been possible due to COVID-19 restrictions but we hope to do this in the next year.

Safer living in your own home

With grants from Derbyshire County Council Falls Prevention and the Derbyshire Police and Crime Commissioner's Vulnerability Fund we have been able to provide patients with small items of equipment to help prevent falls and spend time with the vulnerable. At this time when people are starting to return to more active living and integrating back into their communities, we recognise additional risks for our patients and are pleased to be able to pass on some valuable advice.

Signed on behalf of the Board of Trustees:

.....
Cllr Kath Sizeland – Chair

.....
Mrs Judith Aizlewood – Treasurer

Date:

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

MOBILE PHYSIOTHERAPIST'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

Caseload

Patient referrals from GPs include patients with a variety of medical problems, these include Musculo-skeletal, chronic pain, mobility and falls, rheumatological and neurological conditions may also feature. Some patients may have cognitive impairment and dementia. A holistic assessment is made in order to best meet the needs of each individual patient. With their consent a treatment plan with realistic and achievable goals is agreed. This may also involve referral to other voluntary and medical agencies.

The past year has been like no other. The onset of the pandemic necessitated a telephone consultation input in accordance with professional and national Covid-19 guidelines. Input in a volunteer capacity with Blythe Hospice was carried out initially. Once guidelines allowed, face to face consultations resumed on a case by case risk assessment basis. Patients were much relieved to be offered this again. PPE guidelines have been followed and updated. Most patients have been affected by the reduced opportunities to get out and about, this has impacted negatively on their mobility and social contacts. Hopefully the next year will be less isolating for them, particularly those who live alone.

Total number of patients treated	107
Total number of consultations	742
Total mileage	1,717 miles

Areas

Buxworth	1
Chapel en le frith	76
Chinley	16
Dove Holes	1
Furness Vale	1
Peak Dale	1
Peak Forest	1
Whaley Bridge	10

Continuing Professional Development

This includes membership of special interest groups including Physiotherapy Pain Association, Agile–physios working with older people, and interactive CSP. All mandatory training and self study has been online due to covid restrictions.

Thanks from myself and grateful patients go to the committee for their resourcefulness and resilience in keeping the service running. The new ideas in fund raising, and communication have made a huge difference in allowing the service to continue in the past year.

.....
Maureen Pargeter - Mobile Physiotherapist, MCSP, HCPC registered
Chapel Mobile Physiotherapist

Date:

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

TREASURER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

Due to Covid restrictions our ability to hold local fund raising events has been restricted. Despite this, largely due to the efforts of our chair and secretary, we have been able to increase the level of service provision to meet additional identified needs. Our NHS grant has been uplifted by 2.8% and applications for funding to public entities and trusts have enabled us to remain financially secure. Local parish councils and businesses have continued to support us and donations from service users have also been a valuable source of support.

Apart from private donors who are unnamed for reasons of confidentiality we have been generously supported by Bamford, Chapel, Chinley, High Peak Borough, Derbyshire County Council and the United Charities fund, also Derbyshire Voluntary Action, Foundation Derbyshire, High Peak CVS and Hope Show. Businesses supporting us have included the Trike Guy and Classic Moto, patrons of The Cell, the Co-op, Tesco, Breedon Cement and the NFU, and we have also received grants from the Lennox Hannay Charitable Trust, the Hospital Saturday Fund, and Localgiving and the People's Postcode Lottery Magic Little Grants.

We continue to strive to minimise administration costs which are less than 1% of total operating costs. Moving both our accounts to TSB and using online banking has enable us to operate more efficiently and our chair's hosting of our social media platforms has given us a route to share information, facilitate donations and thank our donors.

We have written to surgeries who are able to refer patients enclosing information leaflets to ensure that they are all fully aware of what we offer and to ensure equity across our area of provision. Our aim to ensure that our service users can remain safely and as independently as possible in their own homes has never been more important in avoiding or shortening hospital admissions.

Thanks to our Laytons accountants and to our accounts examiner, T J Mourné.

.....
Mrs Judith Aizlewood – Treasurer

Date:

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

**RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted funds £	Restricted funds £	31.03.21 £	31.03.20 £
<u>RECEIPTS AND PAYMENTS</u>					
Receipts					
NHS service contract		10,091	-	10,091	9,816
Voluntary grants and donations	2	21,087	4,000	25,087	17,889
Fundraising activities	3	100	-	100	1,078
Bank interest		83	-	83	28
Total receipts		<u>31,361</u>	<u>4,000</u>	<u>35,361</u>	<u>28,811</u>
Payments					
Physiotherapist employment costs	4	21,783	2,000	23,783	21,154
Service delivery expenditure	5	1,361	500	1,861	1,802
Fundraising costs	6	58	-	58	88
Administration costs	7	214	-	214	318
Total payments		<u>23,416</u>	<u>2,500</u>	<u>25,916</u>	<u>23,362</u>
Net receipts (payments)		7,945	1,500	9,445	5,449
Cash funds last year end		<u>19,800</u>	<u>2,000</u>	<u>21,800</u>	<u>16,351</u>
Cash funds this year end		<u>27,745</u>	<u>3,500</u>	<u>31,245</u>	<u>21,800</u>
<u>STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE YEAR</u>					
Current Assets - Cash funds					
Instant access bank accounts		<u>27,745</u>	<u>3,500</u>	<u>31,245</u>	<u>21,800</u>
Total cash funds		<u>27,745</u>	<u>3,500</u>	<u>31,245</u>	<u>21,800</u>
Fixed Assets - Assets for charity use					
Motor vehicle	8	<u>3,584</u>	<u>-</u>	<u>3,584</u>	<u>4,480</u>
Total fixed assets		<u>3,584</u>	<u>-</u>	<u>3,584</u>	<u>4,480</u>
Reserves					
Designated redundancy reserve		16,140	-	16,140	15,750
Designated operating costs reserve		7,500	-	7,500	7,000
Designated assets reserve		6,000	-	6,000	4,480
Undesignated free reserves		1,689	-	1,689	(2,950)
Restricted reserves	9	<u>-</u>	<u>3,500</u>	<u>3,500</u>	<u>2,000</u>
Total reserves		<u>31,329</u>	<u>3,500</u>	<u>34,829</u>	<u>26,280</u>

Approved by the Board of Trustees and signed on their behalf:

.....
Cllr Kath Sizeland – Chair

.....
Mrs Judith Aizlewood – Treasurer

Date:

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE
CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE (CHARITY NO 500497)
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

I report to the trustees on my examination of the accounts of the above charity ("the Service") for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Service, 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 Service'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 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.

.....
Mr Tim Mourné FCCA

Mourné & Co Accountants, 10 Market Street, Chapel-en-le-Frith, High Peak, SK23 0HH

Date:

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

Basis of preparing the accounts

The accounts of the charity have been prepared under the receipts and payments method. Receipts and payments accounts contain a statement summarising all money received and paid out by the charity in the financial year, and a statement giving details of its assets and liabilities at the end of the year.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. VOLUNTARY GRANTS AND DONATIONS

	31.03.21 £	31.03.20 £
Restricted funds		
Derbyshire County Council	2,500	-
Derbyshire Police and Crime Commissioner	1,000	-
High Peak Wellbeing Partnership Small Grants Scheme	-	2,000
High Peak Borough Councillor's Initiative Fund	200	-
Derbyshire Voluntary Action	300	-
	<u>4,000</u>	<u>2,000</u>
Unrestricted funds		
Derbyshire County Council	-	500
Parish and Borough Councils	1,400	1,250
High Peak CVS	500	100
National Emergencies Trust	5,118	-
Grants from other charities	6,030	7,250
Donations from local businesses	4,549	2,115
Donations from local groups and individuals	3,470	4,674
Gift Aid claim received	20	-
	<u>21,087</u>	<u>15,899</u>
Total voluntary grants and donations	<u>25,087</u>	<u>17,889</u>

Grants from Derbyshire County Council included £2,000 from their Public Health COVID-19 Fund which was spent on our physiotherapist's salary during the year, and £500 from Falls Prevention which, together with £1,000 received from the Derbyshire Police and Crime Commissioner's Vulnerability Fund, is carried forward to be spent on our Safer Living in Your Own Home work.

Specific funding for our service delivery costs spent during the year included £200 from High Peak Borough Councillor Eve Barton towards the running costs of our physiotherapist's car, plus £300 towards insurance costs from Derbyshire Voluntary Action's Small Grants Scheme supporting health and wellbeing.

Last year we received £2,000 from High Peak CVS from the High Peak Wellbeing Small Grants Scheme to spend expanding our service into the Hope Valley. Due to COVID-19 restrictions we have not been able to do this yet, so have carried this money forward to be spent in the next year.

£7,118 of unrestricted funding was awarded through Foundation Derbyshire.

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

3. FUNDRAISING ACTIVITIES

	31.03.21 £	31.03.20 £
Coffee mornings	-	828
Donated items	100	-
Christmas wreath making	-	250
	<u>100</u>	<u>1,078</u>

Coffee mornings are run by the Executive Committee and are usually held twice a year, but under COVID-19 restrictions these have not been possible. Some income has been raised from the sale of donated items when it has been safe to do so.

4. PHYSIOTHERAPIST EMPLOYMENT COSTS

	31.03.21 £	31.03.20 £
Gross salary	23,363	20,475
Employer's NI	-	-
Pension	420	679
	<u>23,783</u>	<u>21,154</u>

5. SERVICE DELIVERY EXPENDITURE

	31.03.21 £	31.03.120 £
Vehicle running costs	954	905
Telephone	-	-
Insurance	361	361
Professional subscriptions	440	371
Physiotherapist's expenses	106	165
	<u>1,861</u>	<u>1,802</u>

6. FUNDRAISING COSTS

	31.03.21 £	31.03.20 £
Fundraising subscriptions	58	-
Hall hire	-	88
	<u>58</u>	<u>88</u>

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

**NOTES TO THE ACCOUNTS – CONTINUED
FOR THE YEAR ENDED 31 MARCH 2021**

7. ADMINISTRATION COSTS

	31.03.21 £	31.03.20 £
Payroll processing	132	232
Secretary's expenses	-	24
Treasurer's expenses	23	46
Sundry costs	51	-
Bank and transaction charges	8	16
	<u>214</u>	<u>318</u>

8. ASSETS FOR CHARITY USE

	31.03.21 £	31.03.20 £
Motor Vehicle		
Cost in April 2018	7,000	7,000
Provision at 20% of net book value per annum	<u>(3,416)</u>	<u>(2,520)</u>
	<u>3,584</u>	<u>4,480</u>

9. RESTRICTED FUNDS

	At 01.04.20 £	Receipts £	Payments £	At 31.03.21 £
Hope Valley Expansion	2,000	-	-	2,000
COVID-19 Response	-	2,000	2,000	-
Safer Living in Your Own Home	-	1,500	-	1,500
Service delivery	-	500	500	-
	<u>2,000</u>	<u>4,000</u>	<u>2,500</u>	<u>3,500</u>

At 31 March 2020 restricted funds of £2,000 were held for developing the service in the Hope Valley. Due to COVID-19 this expansion was not possible in the year ended 31 March 2021 so it has been carried forward to be spent in the year ended 31 March 2022.

During the year ended 31 March 2021 we received grants totalling £7,618 for our response to COVID-19. £2,000 of this money was received as restricted income for that financial year and was spent by 31 March 2021.

Towards the end of the year ended 31 March 2021 £1,500 was received for falls prevention and awareness and for helping vulnerable people live safely in their own homes. This money has been carried forward to be spent in the year ended 31 March 2022.

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

SUPPORTERS
FOR THE YEAR ENDED 31 MARCH 2021

We are enormously grateful to be supported by:



The Lennox Hannay Charitable Trust

Chinley Buxworth & Brownside Parish Council

Bamford With Thornhill Parish Council

Edale Parish Council

and all the groups and individual donors who have given so generously.
