



**CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE**

**TRUSTEES' ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

# 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 2022**

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It's been quite a year. I would like to thank everyone on the Executive Committee for their hard work. Especially Sandra and Judith who have stepped up to the challenges we have faced - amazingly.

Despite Covid-19 we have managed to raise a good sum of money. We've also upped our profile and got our name out there by running our big raffles, having the stalls on the Market Place and Fab Market, social media and by asking local businesses for prizes and promoting them.

Unfortunately our physiotherapist, Maureen, has resigned, but out of this we have forged better links with Thornbrook Surgery. We also now have a new enthusiastic physiotherapist Steve, and I would like to welcome him to our "Mobile Physio family".

Sadly, our longest serving Committee member Ann Yates feels it's now time to retire. Ann has held many positions in Chapel Mobile Physio and over the years her contribution has been massive. I would to thank her and wish her well for the future.

Sandra has led us kicking and screaming into the 21st century and digitally upgraded everything. I hope this will lead us to expanding in the future and we have a new physiotherapist to help facilitate that.

We always need more Committee members to help us fulfil our roles. If anyone knows someone who has a medical background or digital skills that could contribute please let us know.

CLlr Kath Sizeland – Chair

Date: 19 April 2022

## CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

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#### **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 (resigned 31 March 2022)

Mrs Judith Aizlewood

Dr Graham Brodie MB, BS, MRCP

##### **Executive Committee at the date of this report**

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

Vice President - Mrs Ann Yates (resigned 31 March 2022)

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

Honorary Minutes Secretary - Helen Young (co-opted 31 August 2021)

Representative of the Borough of High Peak - Cllr Stewart Young

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

##### **Executive Committee resigned since the end of the previous financial year**

Mr Alistair Rogerson

##### **Patron**

Mr Nick Pilling

##### **Mobile Physiotherapist**

Steve Davidson, Grad Dip Phys MCSP HPC (from 14 March 2022)

Maureen Pargeter MCSP, HCPC registered (to 31 March 2022)

##### **Independent Examiner**

Mr Tim Mourné FCCA

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

##### **Website**

[www.ChapelMobilePhysio.org](http://www.ChapelMobilePhysio.org)

Our website is hosted for free by Kualo.

REPORT OF THE TRUSTEES - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2022

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**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 payscale 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; and
- Evelyn Medical Centre, Hope.

REPORT OF THE TRUSTEES - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2022

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**STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)**

**Risk management**

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

**Safeguarding**

We are committed to safeguarding the wellbeing of vulnerable service users. We ensure this through robust recruitment checks, appropriate training and clear procedures for reporting any concerns.

**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**

Our service continues to be the provision of physiotherapy treatment in the home and related support for elderly residents of the rural High Peak. This was significantly reduced during the summer of 2021 due to time taken off by our physiotherapist for sick leave, although we were provided some cover by Blythe House Hospice, which we are very grateful for.

Our physiotherapist, Maureen Pargeter, who had been with us since 2004, left in March 2022. We are delighted to welcome Steve Davidson, who started with us in March 2022, as our new mobile physiotherapist, and look forward to expanding and developing our service with him in the future.

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 has been able to hold fundraising events during the year, including two coffee mornings, two Big Draw raffles, and six market stalls during Falls Awareness Fortnight, part of our project to support people continuing to live safely in their own homes.

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.

## CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

### REPORT OF THE TRUSTEES - CONTINUED FOR THE YEAR ENDED 31 MARCH 2022

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#### 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.

##### 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

##### Increased service hours

For many years we provided a service on a three days a week basis, which was increased to four days in response to the increased need for physiotherapy treatment at home arising from the Covid-19 pandemic. Our new staffing arrangements will allow us to further increase our service hours in the future to help fulfil the growing demand for NHS physiotherapy treatment at home. Derbyshire County Council is encouraging older people to continue to live independently in their own home and we provide an essential service supporting older residents in the rural high Peak.

##### Holiday and sick leave cover

The charity intends to take on an additional part time physiotherapist during the next year to ensure continuity of the provision of treatment during periods of staff absence.

##### Hope Valley

The service statistics continue to show that there is a higher volume of referrals concentrated in the Chapel-en-le-Frith, Whaley Bridge and Chinley 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. We have been talking to healthcare agencies covering the Hope Valley and expect to achieve our aim of expanding our service in this area in the next twelve months.

##### NHS Referrals

As the waiting lists for physiotherapy treatment increase across all regions, and as patients are treated by healthcare professionals within the NHS who are not directly operating from a GP practice, we are looking at introducing alternative options for referrals to our service. For example, we have historically only accepted referrals from GPs, but local GP surgeries are now encouraging their non-GP healthcare staff to refer patients directly for specialist treatment such as our service.

**Signed on behalf of the Board of Trustees:**

Cllr Kath Sizeland – Chair

Mrs Judith Aizlewood – Treasurer

Date: 19 April 2022

## CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

### MOBILE PHYSIOTHERAPIST'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

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#### Caseload

Physiotherapy input has been reduced this year due to extended sick leave. Patient referrals received during this time have included patients with long term conditions and multiple medical problems. This includes those who are frail and at risk of falls, some have cognitive impairment/dementia. Many of the patients have been adversely affected by lockdown during the pandemic. Therapy input requires an holistic and flexible approach to achieve the best possible outcome for this group of patients.

Physiotherapy assessment and input is discussed with each patient, and family member/care-giver if appropriate. In partnership with the patient, and with their consent, realistic and achievable goals are agreed. The levels of support available to each patient can be extremely variable and challenging and needs to be considered when goals are agreed. Working to help the patient self-manage their condition involves education, guidance and support and "hands on" therapy as required.

With the patient's consent, liaison with medical, care and voluntary agencies is carried out in order to meet their needs in the best way possible.

Total number of patients treated	79
Total number of consultations	449
Total mileage	1,404 miles

#### Areas

Buxworth	1
Chapel-en-le-frith	53
Chinley	14
Furness Vale	1
Whaley Bridge	10

#### Continuing Professional Development

Continuing Professional Development includes membership of special interest groups, namely Agile (Physios working with Older People), Physiotherapy Pain Association. Interactive CSP and self-study, online training are included.

Thanks go to the members of the committee past and present who have offered support over the years, I wish you all the very best.

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

Date: 8 March 2022



## **CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE**

### **TREASURER'S REPORT FOR THE YEAR ENDED 31 MARCH 2022**

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Generous support has enabled us to operate with confidence this year. The NHS grant from the NHS Derby and Derbyshire CCG covers just over one third of our operating costs with the remainder covered by charitable fundraising.

We have had support from Derbyshire County Council, Chapel-en-le-Frith Parish Council, Chinley, Buxworth and Brownside Parish Council and High Peak Borough Council, along with generous donations from High Peak CVS, Foundation Derbyshire, the Schroder Charity Trust, Chapel Ladies Guild and High Peak Lodge.

Business support has come from the Trike Guy, Tarmac and Breedon Cement. We thank the patrons of the Picnic Basket, the Mustard Seed Café and The Old Cell for their donations in our collection tins, also Chinley WI who donated the use of their hall for our coffee morning.

We are pleased to have been able to resume face to face fund raising which also help to promote the charity and raise awareness of our service. We have had market stalls to promote falls prevention awareness, distribute information and sell raffle tickets for our two prize draws. Thanks to those businesses and individuals who provided raffle prizes. We have also used these events to encourage sign up for Amazon Smile and Easyfundraising. We have had pleasing donations from individuals including our service users.

We have now disposed of the vehicle and thank Horderns for their purchase offer.

Our current financial position has enabled us to fund additional hours for our physiotherapist to ensure that treatment is offered in a timely way. Looking to the future we can plan with confidence for the coming year.

Thanks to Laytons accountants for their financial services and to our accounts examiner, T J Mourné.

Mrs Judith Aizlewood – Treasurer

Date: 19 April 2022

**CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE**

**RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted funds £	Restricted funds £	31.03.22 £	31.03.21 £
<b><u>RECEIPTS AND PAYMENTS</u></b>					
<b>Receipts</b>					
NHS service contract		10,091	-	10,091	10,091
Voluntary grants and donations	2	15,689	200	15,889	25,087
Fundraising activities	3	2,922	-	2,922	100
Sale of fixed assets	8	5,570	-	5,570	-
Bank interest		87	-	87	83
<b>Total receipts</b>		<u>34,359</u>	<u>200</u>	<u>34,559</u>	<u>35,361</u>
<b>Payments</b>					
Physiotherapist employment costs	4	24,844	750	25,594	23,783
Service delivery expenditure	5	1,299	896	2,195	1,861
Fundraising costs	6	219	54	273	58
Administration costs	7	402	-	402	214
<b>Total payments</b>		<u>26,764</u>	<u>1,700</u>	<u>28,464</u>	<u>25,916</u>
<b>Net receipts (payments)</b>		7,595	(1,500)	6,095	9,445
<b>Cash funds last year end</b>		<u>27,745</u>	<u>3,500</u>	<u>31,245</u>	<u>21,800</u>
<b>Cash funds this year end</b>		<u>35,340</u>	<u>2,000</u>	<u>37,340</u>	<u>31,245</u>
<b><u>STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE YEAR</u></b>					
<b>Current Assets - Cash funds</b>					
Instant access bank accounts		35,269	2,000	37,269	31,175
Cash float		71	-	71	70
<b>Total cash funds</b>		<u>35,340</u>	<u>2,000</u>	<u>37,340</u>	<u>31,245</u>
<b>Fixed Assets - Assets for charity use</b>					
Motor vehicle	8	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,584</u>
<b>Reserves</b>					
Designated redundancy reserve		1,000	-	1,000	16,140
Designated operating costs reserve		10,000	-	10,000	7,500
Designated assets reserve		-	-	-	6,000
Undesignated free reserves		24,340	-	24,340	1,689
Restricted reserves	9	<u>-</u>	<u>2,000</u>	<u>2,000</u>	<u>3,500</u>
<b>Total reserves</b>		<u>35,340</u>	<u>2,000</u>	<u>37,340</u>	<u>34,829</u>

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

.....  
Cllr Kath Sizeland – Chair

.....  
Mrs Judith Aizlewood – Treasurer

Date: 19 April 2022

**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 2022**

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I report to the trustees on my examination of the accounts of the above charity ("the Service") for the year ended 31 March 2022.

**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: 19 April 2022

**CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**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**

	31.03.22	31.03.21
	£	£
<b>Restricted funds</b>		
Derbyshire County Council	-	2,500
Derbyshire Police and Crime Commissioner	-	1,000
High Peak Wellbeing Partnership Small Grants Scheme	-	-
High Peak Borough Councillor's Initiative Fund	200	200
Derbyshire Voluntary Action	-	300
	<u>200</u>	<u>4,000</u>
<b>Unrestricted funds</b>		
Derbyshire County Council	3,860	-
Parish and Borough Councils	350	1,400
High Peak CVS – 5 Ways to Wellbeing	1,000	-
High Peak CVS – High Peak Connect Small Grant	-	500
National Emergencies Trust	-	5,118
Grants from other charities	5,000	6,030
Donations from local businesses	1,991	4,549
Donations from local groups and individuals	3,488	3,470
Gift Aid claim received	-	20
	<u>15,689</u>	<u>21,087</u>
<b>Total voluntary grants and donations</b>	<u>15,889</u>	<u>25,087</u>

Specific funding for our service delivery costs spent during the year included £200 from High Peak Borough Councillor Eve Barton towards our Safer Living in Own Home project.

We received £1,000 from High Peak CVS from the 5 Ways to Wellbeing Fund.

£2,000 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 2022**

**3. FUNDRAISING ACTIVITIES**

	31.03.22 £	31.03.21 £
Coffee mornings	918	-
Market stalls	529	-
Garden parties	295	-
Raffles	1,180	-
Donated items	-	100
	<u>2,922</u>	<u>100</u>

With the easing of lockdown, the Committee was able to run our usual two coffee mornings during the year, and our Treasurer, Judith Aizlewood, hosted a very successful garden party.

As part of our Safer Living in Own Home project, mainly funded by the Derbyshire Police and Crime Commissioner's Vulnerability Fund and Derbyshire County Council grants received in the previous financial year, we were supported by Derby and Derbyshire Age UK to run two Falls Awareness Fortnights during the year. We had six market stalls to promote awareness of falls prevention, where we were able to raise additional funds. During the year we ran two Big Draw raffles and we are very grateful to all of the local businesses who donated some great prizes, and to everyone who bought one of our raffle tickets.

**4. PHYSIOTHERAPIST EMPLOYMENT COSTS**

	31.03.22 £	31.03.21 £
Gross salary	23,662	23,363
Employer's NI	-	-
Pension	1,932	420
	<u>25,594</u>	<u>23,783</u>

**5. SERVICE DELIVERY EXPENDITURE**

	31.03.22 £	31.03.21 £
Project costs – Safer Lining in Your Own Home, Incorporating Falls Prevention and Awareness	704	-
Vehicle running costs	418	954
Computer costs	410	-
Telephone	5	-
Insurance	262	361
Professional subscriptions	305	440
Physiotherapist's expenses	91	106
	<u>2,195</u>	<u>1,861</u>

**CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE**

**NOTES TO THE ACCOUNTS – CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2022**

**6. FUNDRAISING COSTS**

	31.03.22	31.03.21
	£	£
Fundraising subscriptions	-	58
Hall hire	44	-
Market stall costs	74	-
Printing	155	-
	<u>273</u>	<u>58</u>

**7. ADMINISTRATION COSTS**

	31.03.22	31.03.21
	£	£
Payroll processing	209	132
Treasurer's expenses	189	23
Sundry costs	-	51
Bank and transaction charges	4	8
	<u>402</u>	<u>214</u>

**8. ASSETS FOR CHARITY USE**

	31.03.22	31.03.21
	£	£
<b>Motor Vehicle</b>		
Cost in April 2018	7,000	7,000
Provision at 20% of net book value per annum	-	(3,416)
Disposal in March 2022	<u>(7,000)</u>	<u>-</u>
	<u>-</u>	<u>3,584</u>

**9. RESTRICTED FUNDS**

	At 01.04.21	Receipts	Payments	At 31.03.22
	£	£	£	£
Hope Valley Expansion	2,000	-	-	2,000
Safer Living in Your Own Home	<u>1,500</u>	<u>200</u>	<u>1,700</u>	<u>-</u>
	<u>3,500</u>	<u>200</u>	<u>1,700</u>	<u>2,000</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 years ended 31 March 2021 and 2022, although the much of the groundwork for expanding into the hope Valley has now been undertaken. The funds have been carried forward to be spent in the year ending 31 March 2023.

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. A further £200 was received in the year ended 31 March 2022. All of this funding was spent on the project by 31 March 2022.

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

SUPPORTERS  
FOR THE YEAR ENDED 31 MARCH 2022

We are enormously grateful to be supported by:



The Lennox Hannay Charitable Trust

Chapel-en-le-Frith Ladies Guild

The Picnic Basket Cafe

Chinley Buxworth & Brownside Parish Council

Bamford With Thornhill Parish Council

and all the individual donors who have given so generously.