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

**TRUSTEES' ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

## 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 2023**

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It has been another packed year.

We have given a talk to Chapel WI which went down well. Our Physiotherapist, Steve, talked through a few people's mobility ailments with the aid of various medical skeletons. The Executive Committee decided as this had gone down well we would branch out and attend various older people's groups in the area, with the view to help people and spread the word about our great service!

Steve is now full time, which is great, as more patients are seen. We are working more with surgeries around the High Peak, which means we are accessing more people too. There are a number of other avenues which Steve wants to explore and hopefully they will add more strings to his bow and our service!

All in all Chapel Mobile Physio is doing well. Our ratings from feedback are fantastic. Sandra is doing well getting donations in, Judith is managing the money well and has brought in a new Trustee, Una, to help with all the compliance which has to be done, but is the bane of our life.

I would like to thank all the committee for their continuing hard work - Onwards and upwards!

Cllr Kath Sizeland – Chair

Date:

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023

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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 Judith Aizlewood

Dr Graham Brodie MB, BS, MRCP

Una Meagher (appointed 31 January 2023)

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

President - Mayor of the Borough of High Peak Cllr Peter Inman

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

Representative of the Borough of High Peak - Cllr Stewart Young

Co-opted Members – Mrs Una Meagher, Mrs Pauline Turner, Mr Roger Turner

**Patron**

Mr Nick Pilling

**Mobile Physiotherapist**

Steve Davidson, Grad Dip Phys MCSP HPC

**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 2023

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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 with reference to 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;
- Evelyn Medical Centre, Hope; and
- Arden House Medical Practice, Hayfield.

REPORT OF THE TRUSTEES - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2023

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

**Risk management**

The Executive Committee identifies and reviews the risks to which the charity is exposed 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. 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.

Steve Davidson had completed his first full year as our Physiotherapist, and we have had some amazing feedback from our service users. He is well liked by all and his enthusiasm for our unique service has enabled us to expand his role to a full time position from 1 April 2023. This is an increase from 21 hours a week to 37½ hours a week, and we are enormously grateful to those that give so generously with their financial support which has enabled us to commit to this growth on a sound financial footing.

As we have increased our capacity during the year, we have strengthened our relationship with all four of our referring GP practices, and to provide physiotherapy treatment and related support to residents across the High Peak. Our Physiotherapist's Report on page 7 shows the breadth of our reach, and this is a trend we aim to continue.

**Fundraising activities**

As well as our annual spring and autumn coffee mornings, we have been selling donated items online and our Treasurer organised a garden party and a trip to RHS Bridgewater Garden. We have continued to be well supported by local Councils, businesses, groups and individuals, to whom we are extremely grateful for their donations, especially during such difficult times.

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

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**FINANCIAL REVIEW**

**Reserves policy**

The charity updated its reserves policy during the year to reflect changes in its obligations to its employee and patients. 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.

In order to ensure continuity of service at the highest level sufficient cash shall be kept in the bank accounts as designated reserves. The amount shall be determined as being equal to 12 months' salary costs as this is the amount considered necessary to:

- a) Demonstrate financial stability to funders and secure alternative long term funding should existing sources of income become unavailable.
- b) Provide confidence and employment security to existing and potential employees in order to recruit and maintain staff of the highest calibre.

**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 8.

**Investment policy and objectives**

All funds are kept in instant access bank accounts.

**FUTURE DEVELOPMENTS**

**Increased service hours**

From April 2023 we are permanently providing our Service five days a week, helping fulfil the growing demand for NHS physiotherapy treatment at home.

**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.

**Service Expansion**

We have been talking to healthcare agencies covering the Hope Valley and Hayfield, having been successful in achieving our aim of expanding our service in the Hope Valley over the last twelve months. We intend to raise our profile and further expand our Service in both the Hope Valley and Hayfield areas in the coming year so that we have better coverage for residents throughout the High Peak.

**Community Access**

In 2023 we will be trialling a Community Access Project where our Physiotherapist visits social group meetings and is available to talk to elderly residents about minor physical concerns they may have. It is hoped that Community Access will encourage older residents to seek advice at an earlier stage and enable them to take more preventative action before problems progress.

**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 2023

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Well, what a great year it's been!

I took up the post of Chapel Mobile Physio in April 2022. Firstly I must say a massive thank you to Maureen Pargeter my predecessor, and also those who went before her who unfortunately I have never met, for helping to set up and run such a fantastic, locally well-respected service.

After a slightly slow beginning, brought about as a result of lockdown combined with the long-term sick leave / retirement of the out-going physio, the service has rapidly regained referral levels in line with previous years. In addition to a steady stream of patients coming from Thornbrook Surgery and Goyt Valley Medical Practice, we have now developed a good working relationship with Evelyn Medical Centre and are now also very active in the Hope Valley. It is a relief to be able to report that virtually 100% of consultations are once again face-to-face.

Patients referred include those with back and neck pain, as well as other musculo-skeletal disorders, neurological conditions, mobility problems / a history of falls, and mental health issues (such as loss of confidence resulting from the lockdown). Often co-morbidity features, and sometime cognitive impairment / dementia needs to be taken into account. As in the past, a holistic approach is always adopted: the treatment plan is discussed with the patient and where appropriate the consent of family and carers is gained, and every effort is made to achieve the best possible realistic and achievable outcome. Formal feedback received has been 100% positive.

Treatment modalities used are wide-ranging and varied, including manual techniques, exercise and acupuncture; and where necessary items of equipment can be ordered to facilitate mobility and independence. Thanks to the unique and flexible nature of the Chapel Mobile Physio service I have the opportunity to, on occasion, undertake activities such as accompanying patients on a shopping trip, or walking with them to visit their partner's grave, which I think is both appreciated and can be hugely beneficial.

Continuing Professional Development (CPD) this year has, in addition to mandatory training, has included courses in Tai Chi and Qi Gong: Traditional Chinese Medicine is an area of the service I hope to develop in future years. I have also studied some Yoga which I have been able to incorporate into treatment plans, joined a professional special interest group relating to the physiotherapy treatment available for older people, and have attended some formal training on the subject of osteoporosis.

Changes planned for the future include the expansion of the service to become a full-time post. This will enable Chapel Mobile Physiotherapy to begin to accept referrals from Arden House Medical Centre and expand the service westwards. We are also piloting a scheme whereby physiotherapy advice will be made available to attendees at various community events held in local cafes and churches. This is due to begin in April and will initially take place one afternoon / month.

Patient statistics for the year 2022/23 are as follows:

Total number of patients referred	133
Total number of patients discharged	103
Caseload at 31 March 2023	30
Total number of appointments	614
Total mileage	3,093

Number of referrals per GP Surgery:

Thornbrook Surgery	74
Goyt Valley Medical Practice	40
Evelyn Medical Practice	17
Other	2



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

**MOBILE PHYSIOTHERAPIST'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2023**

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Breakdown by area:

	Number of Patients	Number of Appointments
Bamford	4	25
Bradwell	3	8
Buxworth	2	6
Castleton	2	12
Chapel-en-le-Frith	69	295
Chinley	9	49
Combs	2	7
Dove Holes	4	15
Furness Vale	3	3
Hathersage	4	25
Hope	5	25
Peak Dale	1	2
Whaley Bridge	25	142

Finally can I take this opportunity to thank the Committee who have been so supportive in my first year in the post. I massively appreciate both the trust implied by their allowing me complete autonomy regarding how the service is run, whilst also taking all suggestions seriously and implementing change wherever they can. I also am aware that without all their hard work and time given free of charge that there would be no money raised to pay my salary!

Steve Davidson  
Mobile Physiotherapist, MCSP, HCPC registered

Date:

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

**TREASURER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2023**

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Our NHS grant from the Integrated Care Board covers less than a third of the operational costs of the charity so we rely on the commitment of our small group of volunteers to raise the balance needed. We are immensely grateful for the support we receive from businesses and voluntary grants.

You can see the wide range of support we receive on page 13 of this report. We have been able to return to local fundraising and although the amounts raised are relatively small, events such as coffee mornings enable us to promote the service within the community. We are extremely grateful when service users make a donation in recognition of the help they have received and it is always pleasing to receive their thanks.

Due to our financial position we are pleased to have been able to expand our hours of provision and this will increase to a full time post in the next financial year.

One of the main aims of Joined Up Care Derbyshire's Integrated Care Strategy is to enable people to age well. "To enable older people to live healthy, independent lives at their normal place of residence for as long as possible." We are confident that with continuing financial support we will be able to make a valuable and cost effective contribution to fulfilling this aim.

Many thanks to Laytons Accountants for their financial services and to our Independent 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 2023**

	Notes	Unrestricted funds £	Restricted funds £	31.03.23 £	31.03.22 £
<b><u>RECEIPTS AND PAYMENTS</u></b>					
<b>Receipts</b>					
NHS service contract		10,353	-	10,353	10,091
Voluntary grants and donations	2	19,180	-	19,180	15,889
Fundraising activities	3	1,888	-	1,888	2,922
Sale of fixed assets		-	-	-	5,570
Bank interest		191	-	191	87
<b>Total receipts</b>		<b>31,612</b>	<b>-</b>	<b>31,612</b>	<b>34,559</b>
<b>Payments</b>					
Physiotherapist employment costs	4	25,085	2,000	27,085	25,594
Service delivery expenditure	5	2,982	-	2,982	2,195
Fundraising costs	6	61	-	61	273
Administration costs	7	412	-	412	402
<b>Total payments</b>		<b>28,540</b>	<b>2,000</b>	<b>30,540</b>	<b>28,464</b>
<b>Net receipts (payments)</b>		<b>3,072</b>	<b>(2,000)</b>	<b>1,072</b>	<b>6,095</b>
<b>Cash funds last year end</b>		<b>35,340</b>	<b>2,000</b>	<b>37,340</b>	<b>31,245</b>
<b>Cash funds this year end</b>		<b>38,412</b>	<b>-</b>	<b>38,412</b>	<b>37,340</b>

**STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE YEAR**

<b>Current Assets - Cash funds</b>					
Instant access bank accounts		38,340	-	38,340	37,269
Cash float		72	-	72	71
<b>Total cash funds</b>		<b>38,412</b>	<b>-</b>	<b>38,412</b>	<b>37,340</b>
<b>Reserves</b>					
Designated continuity reserve		40,000	-	40,000	-
Designated redundancy reserve		-	-	-	1,000
Designated operating costs reserve		-	-	-	10,000
Undesignated free reserves		(1,588)	-	(1,588)	24,340
Restricted reserves	8	-	-	-	2,000
<b>Total reserves</b>		<b>38,412</b>	<b>-</b>	<b>38,412</b>	<b>37,340</b>

**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 2023**

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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 2023.

**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:

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2023

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

	31.03.23 £	31.03.22 £
<b>Restricted funds</b>		
High Peak Borough Councillor's Initiative Fund	-	200
	<u>-</u>	<u>200</u>
<b>Unrestricted funds</b>		
Derbyshire County Council	6,000	3,860
Parish and Borough Councils	2,250	350
High Peak CVS – 5 Ways to Wellbeing	-	1,000
Grants from other charities	2,200	5,000
Donations from local businesses	3,801	1,991
Donations from local groups and individuals	4,929	3,488
Gift Aid claim received	-	-
	<u>19,180</u>	<u>15,689</u>
<b>Total voluntary grants and donations</b>	<u>19,180</u>	<u>15,889</u>

£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 2023**

**3. FUNDRAISING ACTIVITIES**

	31.03.23	31.03.22
	£	£
Coffee mornings	793	918
Market stalls	-	529
Garden parties and outings	888	295
Raffles	-	1,180
Donated items	207	-
	<u>1,888</u>	<u>2,922</u>

The Committee was again able to run our usual two coffee mornings during the year, and our Treasurer, Judith Aizlewood, hosted garden party and organised a very successful outing to the RHS Garden Bridgewater in Salford.

As well as having a bric-a-brac table at our coffee mornings, we also raised funds by selling selected donated items online.

Last year we raised money on market stalls, primarily during our awareness campaign "Falls Fortnight" which has previously been held in March. This is planned for later in the year for 2023.

**4. PHYSIOTHERAPIST EMPLOYMENT COSTS**

	31.03.23	31.03.22
	£	£
Gross salary	27,085	23,662
Employer's NI	-	-
Pension	-	1,932
	<u>27,085</u>	<u>25,594</u>

**5. SERVICE DELIVERY EXPENDITURE**

	31.03.23	31.03.22
	£	£
Project costs – Safer Living in Your Own Home, Incorporating Falls Prevention and Awareness	130	704
Travel costs	1,194	418
Equipment costs	898	410
Telephone	391	5
Insurance	256	262
Professional subscriptions and training	113	305
Physiotherapist's expenses	-	91
	<u>2,982</u>	<u>2,195</u>

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

**NOTES TO THE ACCOUNTS – CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2023**

**6. FUNDRAISING COSTS**

	31.03.23	31.03.22
	£	£
Fundraising subscriptions	61	-
Hall hire	-	44
Market stall costs	-	74
Printing	-	155
	<u>61</u>	<u>273</u>

**7. ADMINISTRATION COSTS**

	31.03.23	31.03.22
	£	£
Payroll processing	313	209
Printing and postage	99	-
Treasurer's expenses	-	189
Bank and transaction charges	-	4
	<u>412</u>	<u>402</u>

**8. RESTRICTED FUNDS**

	At 01.04.22	Receipts	Payments	At 31.03.23
	£	£	£	£
Hope Valley Expansion	<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>-</u>
	<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>-</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 as soon as we had intended and the funds were carried forward with the agreement of the donor. Since April 2022 we have been successful in developing our service throughout the Hope Valley from Castleton to Bamford as detailed in our Physiotherapist's Report on page 7, and we look forward to increasing our Service in this area in the future.

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE

SUPPORTERS  
FOR THE YEAR ENDED 31 MARCH 2023

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We are enormously grateful to be supported by:



Chinley Buxworth & Brownside Parish Council

Bamford With Thornhill Parish Council



The Picnic Basket Café

The John Morton Trust

Chapel-en-le-Frith Over 60's Club

Chapel-en-le-Frith Ladies Guild

and all the individual donors who have given so generously.