

Thame Senior Friendship Centre

(Registered Charity No. 1039978)

**Financial Accounts for
the Year ended 31st
March 2022**

Thame Senior Friendship Centre Trustees Report for the year ended 31st March 2022

Thame Senior Friendship Centre was formerly known as Thame & District Day Centre and was founded in 1986, originally sited within the Community Hub (Thame Cottage Hospital) in East Street Thame. Due to the changes in healthcare and the need to treat patients closer to home, Buckinghamshire Healthcare NHS Trust were under significant pressure to release extra clinic capacity. Therefore, the Board of Trustees took the decision to move to a new build, Thame Town Cricket Club in March 2019 with a license to occupy for the next 25 years. Thame Senior Friendship Centre, Town Council and Thame Town Cricket Club have collaborated to ensure the elderly community of Thame and surrounding villages have a service which suits the needs of its members in the 21st Century.

Aims of the Thame Senior Friendship Centre

The main aims of the Charity are:

- To provide a caring, sociable and flexible environment to meet the needs of the individual.
- Liaise and support the carers of members.
- Promote choice, dignity and independence, respecting the rights of our members and their carers.
- Work with Care Managers, health professionals, statutory and voluntary organisations to provide support for our members.

Trustees and officers

The following served as Trustees during the year:

Alison Champken-Woods (Chair)	Valerie Symonds
Nigel Champken-Woods	Janice Ingram
Nichola Dixon	Ann Midwinter
Laura Fellowes	Keith Tattersfield
Claudia Baker	Katie Purbrick-Thompson
Leslie Vasquez	

Ensuring our work delivers our aims

We review our aims, objectives and activities each year and this has continued to be particularly difficult due to the Covid-19 pandemic. Since the move to new premises in 2019 followed by the pandemic, outcomes for our members have meant that we have had to work very differently to support our members going forward which we have accomplished successfully. During the pandemic we have had to adapt to a changing environment, and we

have had to review the success of key activities for our vulnerable elderly community and adapt the service we provide. The focus of our work and our main objectives for the year continued to be supporting the elderly community of Thame and surrounding villages.

In order to continue supporting our members remotely, the Board of Trustees agreed not to furlough any staff during the pandemic.

The focus of our work

Our main objectives for the year continued to be supporting the elderly community of Thame and surrounding villages. However, our strategies had to change as during the pandemic and 'lockdowns' our waiting list for individuals wanting to attend TSFC increased significantly to a total of 23 of which 50% had a confirmed diagnosis of dementia. This became a cause of concern for the Board of Trustees as individuals with dementia could not be accommodated within the current service at TSFC.

During 2022 we continued to:

- Supply fish and chips once a week to our members until 14th May 2021
- Work with other local agencies including, Oxfordshire County Council, Town Council, Thame Cricket Club, Oxford Association of Care Providers, Oxford Community Foundation, Public Health England, Local businesses.

How our activities deliver public benefit

All our charitable activities focus on supporting the elderly community of Thame and surrounding villages and to identify the most effective way to support and further the charitable purposes for public benefit.

Who used and benefited from our services

During the pandemic, we continued to support our members remotely and re-opened TSFC on Tuesday 18th May 2021. A number of our members decided not to return to us, but a significant number of members returned to us even though we continued to restrict numbers per day and take appropriate infection control measures.

Thame is in the most rural part of South Oxfordshire on the border with Buckinghamshire and accommodates members from both counties. In normal circumstances the centre provides the following:

- A friendly volunteer will collect/take members home

Registered charity number 1039978 | www.thameseniorfriendshipcentre.com
info@thameseniorfriendshipcentre.com | 01844 212080

- New friendships are made, and old ones renewed
- A variety of fun activities/relaxing hour
- A glass of sherry followed by a hot two-course lunch, catering for dietary needs
- After lunch a combination of entertainment and speakers after lunch

During the pandemic Public Health England now known as the UK Health Security Agency, were pivotal in the Centre re-opening as were Oxfordshire County Council and Oxfordshire Association of Care Providers.

When the pandemic started Thame Senior Friendship joined regular webinars with Oxfordshire Association of Care Providers who provided regular updates and support. This continues on a monthly basis and has proven to be invaluable.

Financial Review

It has continued to be difficult to plan or develop services and income has dropped due to the reduction in subscriptions and a number of members deciding not to return to the Centre. During the pandemic we recruited a new Manager and delayed recruiting a Deputy Manager until the summer of 2022.

Over the year the overall costs have reduced due to closure and aside from a prudent amount in reserves in the form of a legacy it has been decided to consider the possibility of investing some funds for a longer-term investment.

Principal Funding Sources

Over the years principal funding has been from Oxfordshire County Council but this has been reduced significantly over the last 5 years and Thame Town Council has over the last 3 years agreed to meet some of the shortfall. Oxfordshire County Council wish to see Thame Senior Friendship Centre become self-funding which has been difficult and the need for a Trustee with fundraising and sustainability experience is essential.

The Board of Trustees continue to identify funding streams for both capital and revenue and are aware of the significant publicised grant opportunities.

Plans for the Future

Going forward Thame Senior Friendship Centre needs to recruit and appoint a Deputy Manager which may be difficult due to the employment market.

Due to Thame Senior Friendship Centre being in the most southern part of Oxfordshire, bordering Buckinghamshire the Centre relied upon the use of Meadowcroft minibus on a Friday and Community Car on Tuesday and Wednesday. The available modes of transport in the south of the county, south of the M40 was and remains poor. The minibus had become unreliable, and the Community Car was becoming costly. A grant application was submitted

Registered charity number 1039978 | www.thameseniorfriendshipcentre.com
info@thameseniorfriendshipcentre.com | 01844 212080

to South Oxfordshire District Council for part funding of a minibus which was successful. This is in use every Wednesday and Friday and we now use the Community Car on a Tuesday only, due to a lack of volunteer drivers. Signage has been added to the minibus so is now advertising our presence in Thame and we have been supported locally by Thame Cars who have agreed to free servicing and a local company are allowing us to store the minibus securely when not in use. This has proven to be a great asset to the Centre.

As previously mentioned, serious consideration was given to setting up a dementia café for those individuals living with the disease and their family members/carers. As our waiting list had increased with 50% having a confirmed diagnosis of dementia the Board of Trustees agreed to support a dementia café called “Memories” from September 2022 in Thame Barns next to Thame Cricket Club. It was at this time that Thame Senior Friendship Centre received a donation from the Ludlow Trust which funded the start-up and funding for the coming year. It became apparent very quickly that this service was vital to the local community with numbers beginning to increase and families now rely on this service every Monday morning from 10am to 1pm. The Dementia Adviser for Oxfordshire attends every second Monday to provide support and advice to family members/families.

Certain services within Oxfordshire appear to have been centred around Banbury which is a significant distance from the members we aim to serve and are unable to travel that distance and need services locally.

It has also become apparent on talking to family members that a number of elderly parents had been relocated to Thame due to the pandemic and the need to be near family.

During 2021/2 The Board of Trustees of Thame Senior Friendship Centre applied to be part of the Government ‘Kickstart’ scheme via Oxford City Council. We were accepted onto the scheme with interviewing candidates in Oxford and Aylesbury. The funding from the Department for Work and Pensions supported an individual to work with us as a support worker for a period of 6 months from July through to December 2021. This scheme worked really well for us, and we supported the training at the Centre along with 1:1 and cohort training via the Oxford Hub. After six months, this ultimately led to the individual gaining permanent work at the John Radcliffe, Oxford University Hospital NHS Trust.

Structure

The Board of Trustees currently has 9 members who meet quarterly and are responsible for the strategic direction and policy of the charity. The 9 members are from a variety of professional backgrounds which are relevant to the work of the charity.

The day-to-day responsibility for the provision of the service lies with the Chair/Board of Trustees and the Manager has overall operational management of the Centre, the

supervision of staff/volunteers ensuring good practice and the opportunity to develop new skills.

Governance

Thame Senior Friendship Centre is a small charity, and the key function is one of governance rather than management.

The constitution is the overarching document for the charity and since the appointment of some new Trustees all information and documentation has been reviewed.

Recruitment & Appointment of Trustees

All members of the Board of Trustees are involved in the planning, decision making and monitoring work with some Trustees taking an active role in the day-to-day work of the Centre. They give their time voluntarily and receive no benefits from the charity. There is good representation of the traditional business skills and healthcare skills in an effort to maintain a broad mix. In order to ensure this, applications can be made online via the website to become a trustee, applicants come via the Young Trustee Programme at the Oxford, or the local community puts forward a potential Trustee.

Trustee Induction and Training

Trustees initially have 1:1's with the chair of Trustees and can shadow them/any other Trustee if required. Information on becoming a Trustee is provided along with the constitution, strategic and sustainability plan and accounts.

Risk Management

Risk Assessments were reviewed and updated because of Covid-19 and all policies have been changed to reflect the necessary requirements in view of the pandemic. This facilitated the re-opening of the Centre on May 18th, 2021, which was supported by Public Health England and Oxfordshire Association of Care Providers.

During the pandemic, Thame Senior Friendship Centre also received some infection control funding from Oxfordshire County Council due to the Centre opening with all the infection control processes in place to ensure the members remained safe and well.

Volunteers/Staff/Community

2021/2 continued to be a difficult year for our members, volunteers and staff who all had to adapt to a different time and ways of working. On re-opening it was evident that our members mobility had been adversely affected due to the restrictions and were now struggling. However, during the pandemic all members remained well but shortly after members returned to the Centre in May, it became apparent that members were experiencing a deterioration in their overall health and having to go into care facilities.

Registered charity number 1039978 | www.thameseniorfriendshipcentre.com
info@thameseniorfriendshipcentre.com | 01844 212080

I would like to thank the Board of Trustees, Thame Town Council, Cricket Club, Oxfordshire Association of Care Providers, Oxford Community Foundation, Public Health England/Thames Valley, South Oxfordshire District Council, and local businesses for all their support which facilitated the opening of Thame Senior Friendship Centre. This combined with the financial support from donations and grants has meant that Thame Senior Friendship Centre is one of a few Centres who opened in 2021/2 and continue to support the elderly community. Unfortunately, many centres have not re-opened.

Finally, the Board of Trustees would also like to thank the Manager, staff and volunteers for their continued support as without them the Centre could not continue, and everyone has “stepped up” to ensure our members have been supported over a very difficult period of time. The community has also played a significant part with the introduction of a new service “Memories” the dementia café and the new volunteers who have signed up to help so thank you Thame.

Independent Examiner's Report

To the Trustees of Thame Senior Friendship
Centre

I report to the trustees on my examination of the accounts of Thame Senior Friendship Centre for the year ended 31st March 2022 that are set out on pages 9 to 11.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of accounts in accordance with the requirements of the Charities Act 2011 ["The Act"].

I report in respect of my examination of the Thame Senior Friendship accounts carried out under section 145 of the 2011 Act in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145{5}{b}.

Basis of examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in accordance with the examination giving me cause to believe that any material respect;

1. Accounting records were not kept in respect of the Thame Senior Friendship Centre as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Keith Green FCA
Reporting Accountant

8/6/2022

Thame Senior Friendship Centre
(Registered Charity Number: 1039978)

**Statement of Financial Activities
for the year ended 31 March 2022**

	Note	<u>Total Funds</u> 2022 £	<u>Total Funds</u> 2021 £
<u>Incoming Resources</u>			
Subscriptions		17,800	1,395
Grants		31,708	29,700
Donations		10,280	2,107
Income from Investments		12	28
Total Incoming Resources	3	59,800	33,230
<u>Resources Used</u>			
Activities of the Charity		26,479	10,347
Administration Expenses		38,053	27,529
Total Resources Used	4	64,532	37,876
Net (outgoing resources)		(4,732)	(4,646)
Balance brought forward at 1 April 2020		158,917	163,563
Balances carried forward at 31 March 2022		£154,185	£158,917

Balance Sheet
as at 31st March 2022

	<u>2022</u>	<u>2021</u>
	£	£
Minibus	10,430	
Cricket club rent	10,000	20,000
Bank	133,755	138,917
Petty cash	0	0
	<u>154,185</u>	<u>158,917</u>
Current liabilities	0	0
	<u>154,185</u>	<u>158,917</u>

Funds

Unrestricted Funds	154,185	158,917
	<u>£154,185</u>	<u>£158,917</u>

The accounts were approved on [30th March] 2022

Keith Tattersfield FCA
Treasurer

Thame Senior Friendship Centre
(Registered Charity Number: 1039978)
for the year ended 31 March 2022

Notes to the Financial Accounts

Constitution

The Constitution of the Charity was adopted on 28 April 1994 and registered with The Charities Commission on 5th August 1994 as Thame & District Day Centre.

The constitution was amended & name change adopted on 9 January 2020. The change of name to Thame Senior Friendship Centre was registered with the Charities Commission on 2nd June 2020

Accounting Policies

The accounts have been prepared on an accruals basis.

Incoming Resources

	<u>2022</u>	<u>2021</u>
	£	£
Subscriptions	17,800	1,395
Grant - Oxfordshire County Council	10,000	12,000
Grant - Thame Town Council	10,000	10,000
Government Coronavirus Fund/DWP "Kickstart"	11,708	7,700
Donations (inc. Ludlow Trust)	10,280	2,107
Bank interest	12	28
Total incoming resources	<u>£59,800</u>	<u>£33,230</u>

Resources Used

	<u>2022</u>	<u>2021</u>
	£	£
Salaries	27,275	25,370
Rent and food	19,805	8,321
Transport	2,600	89
Entertainment	1,990	0
Stationery	550	1,200
Sundries		2,026
Covid (Infection Control)	6,829	0
Depreciation	223	0
Insurance	2,860	0
Utilities	2,400	870
Total resources used	<u>£64,532</u>	<u>£37,876</u>

Registered charity number 1039978 | www.thameseniorfriendshipcentre.com
info@thameseniorfriendshipcentre.com | 01844 212080

DECLARATION

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature: *A Champken-Woods*

Full Name: Alison Champken-Woods

Position: Chair of Trustees

Date: *15/11/22*