

**Thame Senior Friendship Centre**

**(Registered Charity No. 1039978)**

**Financial Accounts for  
the Year ended 31st  
March 2021**

## **Thame Senior Friendship Centre Trustees Report for the year ended 31<sup>st</sup> March 2021**

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 21<sup>st</sup> 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	Katherine Purbrick-Thompson
Ann Midwinter	Laura Fellowes
Keith Tattersfield	Leslie Vasquez
Claudia Baker	

### **Ensuring our work delivers our aims**

We review our aims, objectives and activities each year and this has been particularly difficult due to the Covid-19 pandemic. Since our move to new premises in 2019 followed by the pandemic, outcomes for our members has 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

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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 due to the pandemic and 'lockdowns' which saw us supporting our members remotely until such time as we were able to open again. Due to this we were awarded government coronavirus funding which was used to help change strategy and to meet our objectives which included:

- Purchase insulated bags for delivering hot food
- Supply fish and chips once a week to our members from November 2020 until 14<sup>th</sup> May 2021
- Provide a Christmas hamper to our members
- A voucher to our volunteers who would not claim for travel/deliveries
- A cream tea and Easter Egg to members at Easter
- Activity packs to our members weekly
- A schoolboy from Abingdon provided a weekly fact sheet for his Duke of Edinburgh Award.
- 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**

Prior to closure on 17<sup>th</sup> March 2020, we had 63 members attending per week on a Tuesday, Wednesday and Friday. Of those 63, 3 members had transferred from the dementia friendly centre at Holton nr. Wheatly which closed in September 2019.

Thame is in the most rural part of South Oxfordshire on the border with Buckinghamshire and accommodates members from both counties. It had become apparent that our waiting list had started to grow and the percentage of those on the waiting list had a confirmed diagnosis of dementia. Data for 2020/21 indicates an increase in referrals and in February 2021, Dementia Oxfordshire were supporting 1,977 individuals with dementia.

In normal circumstances the centre provides the following:

- A friendly volunteer will collect/take members home
- 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

However, during the pandemic this changed and whilst most of the year saw us closed, we did manage to open for one month in October/November when South Oxfordshire was in tier 2, and we worked closely with a number of organisations to do this. Public Health England were pivotal in the Centre re-opening as were Oxfordshire County Council in providing PPE free of charge.

When the pandemic started Thame Senior Friendship joined regular webinars with Oxfordshire Association of Care Providers who provided regular updates and support.

### **Financial Review**

It has continued to be difficult to plan or develop services and income has dropped significantly due to the reduction in subscriptions. However, our administration/staffing costs have been reduced due to the retirement of the Centre Manager and the deputy post is currently vacant.

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.

On Fridays, Thame Senior Friendship Centre rely on the use of Meadowcroft minibus which has become unreliable, so consideration has been given to purchasing our own minibus and applying for funding from a number of different sources.

Serious consideration needs to be given in trying to set up a dementia café for those individuals living with the disease and their family members/carers. During the pandemic our waiting list has increased to 23 individuals with 50% having a confirmed diagnosis of dementia. Services appear to be centred around Banbury which is a significant distance from the members we aim to serve.

The Board of Trustees explored the possibility of Thame Senior Friendship Centre applying to be part of the Government 'Kickstart' scheme via Oxford City Council. The funding from the Department for Work and Pensions will support an individual to work with us as a support worker for a period of 6 months and training will be provided by the Oxford Hub and the Centre. This will ultimately lead to the individual gaining permanent work either with the Centre or another employer.

### **Structure**

The Board of Trustees has 11 members who meet quarterly and are responsible for the strategic direction and policy of the charity. The 11 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 opening of the Centre in October/November 2020 for a period of a month before restrictions were in place again late 2020. The opening was supported by Public Health England, Oxfordshire Association of Care Providers.

### **Volunteers/Staff/Community**

2020/21 has been a difficult year for our members, volunteers and staff who have all had to adapt to a different time and ways of working. I would like to thank the Board of Trustees, Cricket Club, Oxfordshire Association of Care Providers, Oxford Community Foundation, Public Health England/Thames Valley, local businesses for all their support which facilitated the opening of Thame Senior Friendship Centre if only for a month during the financial year. This combined with the financial support from the Government Coronavirus Community Fund facilitated regular visits to our members and the delivery of hampers and weekly fish and chips..

## Independent Examiner's Report

To the Trustees of Thame Senior Friendship  
Centre

I report on the accounts of the League for the year ended 31<sup>st</sup> March 2021 that are set out on pages 6 to 8.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act whether particular matters have come to my attention.

### **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**

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act; and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Keith Green FCA  
Reporting Accountant

2021

**Thame Senior Friendship Centre**

**(Registered Charity Number: 1039978)**

**Statement of Financial Activities**  
**for the year ended 31 March 2021**

	Note	<u>Total</u> <u>Funds</u> 2021 £	<u>Total</u> <u>Funds</u> 2020 £
<b><u>Incoming Resources</u></b>			
Subscriptions		1,395	34,908
Grants		29,700	18,400
Donations		2,107	5,840
Income from Investments		28	60
<b>Total Incoming Resources</b>	<b>3</b>	<b>33,230</b>	<b>59,208</b>
<b><u>Resources Used</u></b>			
Activities of the Charity		10,347	34,276
Administration Expenses		27,529	49,168
<b>Total Resources Used</b>	<b>4</b>	<b>37,876</b>	<b>83,444</b>
<b>Net (outgoing resources)</b>		<b>(4,646)</b>	<b>(24,236)</b>
Balance brought forward at 1 April 2020		163,563	187,799
<b>Balances carried forward at 31 March 2021</b>		<b>£158,917</b>	<b>£163,563</b>

**Thame Senior Friendship Centre  
(Registered Charity Number:1039978)**

**Balance Sheet  
as at 31st March 2021**

	<u>2021</u>	<u>2020</u>
	£	£
Cricket club rent	20,000	20,000
Bank	138,917	145,189
Petty cash	0	374
	<hr/> 158,917	<hr/> 165,563
Current liabilities	0	(2,000)
	<hr/> 158,917	<hr/> 163,563
<b><u>Funds</u></b>		
Unrestricted Funds	158,917	163,563
	<hr/> £158,917	<hr/> £163,563

The accounts were approved on [ 23<sup>rd</sup> March] 2021

Keith Tattersfield FCA  
Treasurer

Thame Senior Friendship Centre  
(Registered Charity Number: 1039978)  
for the year ended 31 March 2021

### 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>2021</u>	<u>2020</u>
	£	£
Subscriptions	1,395	34,908
Grant - Oxfordshire County Council	12,000	8,400
Grant - Thame Town Council	10,000	10,000
Government Coronavirus Fund	7,700	0
Donations	2,107	5,840
Bank interest	28	60
<b>Total incoming resources</b>	<b>£33,230</b>	<b>£59,208</b>

#### **Resources Used**

	<u>2021</u>	<u>2020</u>
	£	£
Salaries	25,370	32,910
Rent and food	8,321	24,224
Transport	89	6,441
Entertainment	0	3,968
Stationery	1,200	1,879
Sundries	2,026	2,747
Christmas lunch	0	2,515
Stores	0	822
Cricket club fixtures less grants	870	7,938
<b>Total resources used</b>	<b>£37,876</b>	<b>£83,444</b>

**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:** *19/12/21*