

**Thames Senior Friendship Centre**

**(Registered Charity No. 1039978)**

**Financial Accounts for  
the Year ended 31st  
March 2023**

## **Thame Senior Friendship Centre Trustees Report for the year ended 31<sup>st</sup> March 2023**

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 (Secretary)
Nigel Champken-Woods (Vice-Chair)	Janice Ingram
Nichola Dixon	Ann Midwinter
Laura Fellowes	Keith Tattersfield (Treasurer)
Claudia Baker	

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

We review our aims, objectives, and activities each year and we worked very differently to support our members during the Covid -19 pandemic. We had to adapt to a changing environment, review the success of key activities for our vulnerable elderly community and adapt the service we provide which we accomplished successfully. Whilst we kept all our members safe during the pandemic, it has become evident that since we returned to some

sort of normality our members have suffered significantly post pandemic. However, the focus of our work and our main objectives for the year continued to be supporting the elderly community of Thame and surrounding villages.

### **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 have had to change not only to accommodate those individuals with dementia but due to the impact post Covid-19 our membership has fluctuated significantly. It is evident that the elderly now have some significant mobility issues and are having to deal with long term medical conditions.

During 2023 we continued to:

- Work with other local agencies including, Oxfordshire County Council, The Rycote Practice, Thame Town Council, Thame Cricket Club, League of Friends of Thame Hospital, Oxford Association of Care Providers, Oxford Community Foundation, Public Health England, Local businesses.
- Age UK dementia advisers, Oxfordshire Community & Voluntary Action (OCVA) OCVA Communities of Practice in South Oxfordshire, Buckinghamshire, Oxfordshire, and West Berkshire Integrated Care System (BOB) VCSE Ageing Well Subgroup.

Since the beginning of the Covid pandemic we have actively engaged with many organisations, and we are now part of the BOB VCSE Ageing Well Subgroup so we can influence the part the voluntary sector plays within health care. We have been actively involved in workforce research within the voluntary sector and we remain a vital service for the local community.

### **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. The service which has seen the most increase in referrals is “Memories” the dementia café which has resulted in the service moving from Thame Barns to Thame Snooker Club

### **Who used and benefited from our services.**

Thame is in the most rural part of South Oxfordshire on the border with Buckinghamshire and accommodates members from both counties. It is becoming apparent that our members are now coming from a wider catchment area and in view of the new Integrated

Care System, this should see organisations/charities working closer together across boundaries.

Thame Senior Friendship Centre provides the following:

- A friendly volunteer will collect/take members home.
- We now have our own minibus which has been part funded by South Oxfordshire District Council (SODC)
- 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.

“Memories” Dementia Café provides:

- Family members a short respite period of 3 hours.
- Dementia Adviser attends every second week.
- Members have tea/coffee/biscuits.
- A variety of activities including painting, colouring, dominoes etc.
- Entertainment
- Exercises

### **Financial Review**

It has continued to be difficult to plan or develop services post pandemic as our income has been significantly reduced due to members not returning for numerous reasons. This is mainly due to members having passed away or latterly residing in Nursing Homes or Assisted Living facilities. However, our member numbers are gradually increasing to pre-pandemic levels and income has been steadily increasing. We are currently recruiting a Deputy Manager which will help to ease the workload of the Manager and Chair of Trustees.

Overall costs have increased significantly mainly due to the increase in rent and utilities but almost all costs have increased due to the “cost of living”. We continue to have reserves in the form of a legacy, and it has been decided to consider the possibility of investing some funds for a longer-term investment. The Trustees have agreed not to increase the membership fee per day.

### **Principal Funding Sources**

Over the years principal funding has been from Oxfordshire County Council but this has been reduced to zero over the last 5 years and Thame Town Council has over the last 3

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years agreed to meet some of the shortfall. 2023 was the last year of funding from Oxfordshire County Council so further funding opportunities would be in the form of grants via Oxford Community Foundation/Fund and other grant opportunities. It is essential to find a Trustee with fundraising and sustainability experience.

Due to TSFC starting “Memories” Dementia Cafe late in 2021, this new service was not supported by the grant from OCC and was started by using reserves for TSFC. It became apparent very quickly the need for such a service and we applied for funding from OCVA to support the service going forward. Our application was successful which has supported the cost of renting a room, different activities, and entertainment for our members.

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 continue to engage within the local community and actively engage with the wider Oxfordshire Community. We are currently in the process of recruiting a Deputy Manager which may be difficult due to the employment market.

The available modes of transport in the south of the county, south of the M40 was and remains poor. The purchase of a minibus with the help of a grant from South Oxfordshire District Council has proven to be very successful and is in constant use and is now seen around the town every Wednesday and Friday. This has proven to be a great asset to the Centre but like many other services we need to recruit more volunteer drivers.

In September 2022, “Memories” Dementia Café was based in Thame Barns next to Thame Cricket Club. It became apparent after the first year and the recurrent circulation of varying strains of Covid-19 plus an increase in referrals, the room in Thame Barns was too small. Therefore, discussions took place with Thame Snooker Club which is based in the centre of Thame. They had a room which was 4 times the size and therefore suited our needs much better, would be easier to manage any further outbreaks of Covid and was competitively priced. The service continues to be supported by a Dementia Adviser for Oxfordshire who 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.

TSFC continues to receive donations from the local community, and we have been one of the Town Mayors charities over the last 2 years and the donation will be facilitating afternoon entertainment for our members.

## **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. To ensure this, applications can be made online via the website to become a trustee, however, the Young Trustee Programme at the Oxford has ceased which has in the past proven very beneficial for TSFC. The local community can put 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/Policies**

Risk Assessments and policies require review and updating because of Covid-19 to reflect the necessary requirements for any future pandemics.

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.

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

2022/3 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. Our members mobility continues to be adversely affected due to the restrictions and many members continue to struggle. However, during the pandemic all members remained well but shortly after members returned to the Centre in May 2021, it became apparent that members were experiencing a deterioration in their overall health and having to go into care facilities.

I would like to thank the Board of Trustees, Thame Town Council, Thame Town 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 was one of a few Centres who opened in 2021/2. The last couple of years have been a challenge and we have witnessed an operating deficit this financial year.

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 'The Trust' for the year ended 31<sup>st</sup> March 2023 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 Trust 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

12/10/2023

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Reporting Accountant

<b>Statement of Financial Activities for the year ended 31 March 2023</b>			
	Note	<u>Total Funds</u> 2023 £	<u>Total Funds</u> 2022 £
<b><u>Incoming Resources</u></b>			
Subscriptions		26,470	17,800
Grants		23,000	31,708
Donations		7,671	10,280
Income from Investments		211	12
<b>Total Incoming Resources</b>	<b>3</b>	<b>57,352</b>	<b>59,800</b>
<b><u>Resources Used</u></b>			
Activities of the Charity		48,103	26,479
Administration Expenses		41,699	38,053
<b>Total Resources Used</b>	<b>4</b>	<b>89,802</b>	<b>64,532</b>
<b>Net (outgoing resources)</b>		<b>(32,450)</b>	<b>(4,732)</b>
Balance brought forward at 1 April 2023		154,185	158,917
<b>Balances carried forward at 31 March 2023</b>		<b>£121,735</b>	<b>£154,185</b>

Thame Senior Friendship Centre  
(Registered Charity Number:1039978)

**Balance Sheet  
as at 31st March 2023**

	<u>2023</u>	<u>2022</u>
	£	£
Minibus	7,922	10,430
Cricket club rent	0	10,000
Bank	113,813	133,755
Petty cash	0	0
	<u>121,735</u>	<u>154,185</u>
Current liabilities	0	0
	<u>121,735</u>	<u>154,185</u>
 <b><u>Funds</u></b>		
Unrestricted Funds	121,735	154,185
	<u>£121,735</u>	<u>£154,185</u>

The accounts were approved on [30th March] 2023

Keith Tattersfield FCA  
Treasurer

Thame Senior Friendship Centre  
(Registered Charity Number: 1039978)  
for the year ended 31 March 2023

**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>2023</u>	<u>2022</u>
	£	£
Subscriptions	26,470	17,800
Grant - Oxfordshire County Council/OCVA	13,000	10,000
Grant - Thame Town Council	10,000	10,000
Government Coronavirus Fund/DWP "Kickstart"		11,708
Donations	7,671	10,280
Bank interest	211	12
<b>Total incoming resources</b>	<b><u>£57,352</u></b>	<b><u>£59,800</u></b>

**Resources Used**

	<u>2023</u>	<u>2022</u>
	£	£
Salaries	41,699	27,275
Rent and food	26,655	19,805
Transport	7,529	2,600
Entertainment	3,100	1,990
Stationery	620	550
Sundries	1,318	
Covid (Infection Control)		6,829
Depreciation	2,608	223
Insurance	1,876	2,860
Utilities	3,835	2,400
Professional Fees	562	
<b>Total resources used</b>	<b><u>£89,802</u></b>	<b><u>£64,532</u></b>

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**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: *13/11/23*