Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2025		31	03	2026

Section A Reference and administration details

Charity name	Tavistock Memory Cafe
Other names charity is known by	
Registered charity number (if any)	1165389
Charity's principal address	Abbey Surgery, 28 Plymouth Road
	Tavistock
	Devon
	PL19 8BU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Graham Coiley	Chair		Board of Trustees
2	Judy Hirst			"
3	Heather Rayne	Secretary		"
4	Jenny Smith		Until 30/05/2025	"
5	Fran Rees			"
6	John Bull	Treasurer		"
7	Catherine Bailey	Vice-chair		"
8	Mark Mitchell		From 31/05/2025	"
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected at Annual General Meeting for a 3 year term with option to be re-elected for a further 2 x 3 year term. Or appointed by Board of Trustees on the same basis.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

In the year 2025-26 Tavistock Memory Café continued to provide a range of dementia support services, with a busy programme of social events and support activities taking place during the year. The highlights:
• 150 SESSIONS IN THE YEAR • 300 HOURS OF SUPPORT • 110 MEMBERS • 30 VOLUNTEERS • 1000+ CUPS OF TEA!

In this year we continued to experience an increase in demand for our dementia support activities. Our membership increased to around 110 regular attendees at one or more of our sessions.

In April 2025 Tavistock Memory Café opened a new weekly Café for members. This resulted from a recognition of a need for more social activity provision, and planning by trustees and volunteers. To facilitate the success of this project the Board agreed to engage with a session supervisor on a self-employed basis.

It continued to be increasingly important to work cooperatively with other health and care organisations, both statutory and voluntary, including our local Admiral Nurse, Social Services, and the Tavistock Dementia Alliance through the Dementia Coordinator. Tavistock Area Support Services continue to be a key partner. The Memory Cafe continued to run face-to-face Cognitive Stimulation Therapy sessions, which have proved beneficial and popular. We work closely with the town library where several sessions are held each month.

The trustees continued to meet as planned every 2 months and governance was achieved through standing agenda items that included conflict of interest declaration, financial review, and analysis of our activities against our objectives. One trustee stepped down and a new trustee was appointed in this year.

The charity continues to recognise that the majority of its funding is

through donations, bequests, and some fund-raising – this is monitored closely as it is seen as a risk area. Other funding is sought through grants and awards. Income was around £1800 lower than the previous year, and the charity had a deficit of £2578 at year end. However Trustees noted a satisfactory cash reserve. The charity is in a satisfactory financial position at the end of the 2025-26 year.

Policies are due for review and update where required in the Autumn of 2026.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To relieve the need of persons living with dementia, together with their family and carers, by providing a range of services and activities in cooperation with voluntary and statutory organisations in West Devon, including raising awareness of dementia, providing social activities, information and advice, therapeutic interventions, and education and training.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Tavistock Memory Café (TMC) contributes to the health and wellbeing of vulnerable people living with dementia and the carers of those people in Tavistock and the surrounding areas.

In 2025-26 Tavistock Memory Café offered a range of face-to-face sessions, as set out below:

Membership numbers were around 110 in this reporting year, many attending our sessions regularly. This resulted in us continuing to run two parallel sessions at our fortnightly Café sessions. The main Café sessions offer a social place for all to gather. Stimulating and entertaining activities are provided for those living with dementia. Carers have a 'peer support' session separately at which they can share information, receive advice and support, and listen to key speakers on relevant topics. The feedback is always that members derive much benefit from these sessions.

Additionally the Café provides:

- Weekly Cognitive Stimulation Therapy sessions for courses of 12 weeks, with 3 courses per year.
- Monthly Care and Share (a 4 hour session offering activities and mini-respite for carers)
- Monthly reminiscence session
- Monthly ex-carers support meeting.
- Weekly 'Catch a Cuppa' Café open for 2 hours.

The TMC Board of Trustees meet at a minimum of 6 times per year, at which the charity's activities are reviewed. The finances are reviewed alongside planned spending and anticipated income. All members were invited to attend and contribute to the AGM on May 31st 2025.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The work of TMC is supported through the commitment and hard work of a group of dedicated volunteers and trustees. At the time of reporting the number of volunteers involved is around 35.

There continues to be the required induction of our volunteers, as well as introducing relevant training for their role including dementia awareness, food hygiene, first aid, safeguarding, and health and safety.

A recognition scheme for volunteers is both appreciated and important in acknowledging the contribution that volunteers make.

We are delighted to welcome volunteers from local schools, and senior students report that they gain a great amount from the volunteering they undertake with Tavistock Memory Cafe, as well as them working towards awards such as the Duke of Edinburgh award.

Section D Achievements and performance

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Summary of the main achievements of the charity during the year

In the year 2025-26 Tavistock Memory Café has experienced increasing demand for its' services and support. The Café provides vital social contact for our members living with dementia, their families and carers. As well as offering stimulating activities, the advice and support is invaluable.

The Café is pleased to be able to provide a range of support sessions as set out above but recognises that this is only possible through the dedication of volunteers and the donations that we receive.

A significant achievement this year is the continuation of the new Monday Café 'Catch a Cuppa'. Only possible through the planning, funding, and volunteering of our charity.

Feedback from members about our support has been positive, both anecdotally and through survey results.

TMC maintains a team of around 35 committed and motivated volunteers (operational and trustees).

Section D Achievements and performance

Section E Financial review

Brief statement of the charity's policy on reserves	Tavistock Memory Café Board of Trustees have agreed to set aside a reserve sufficient for 6 months of running costs. This reserve is set at £6000.
Details of any funds materially in deficit	None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Summary of Tavistock Memory Café Accounts 2025-2026:

Receipts for 2025-26 were £10165
Payments for 2025-26 were £12743
Deficit for the year £2578

The principal source of funds was donations and fund-raising through sponsorship.
Trustees agreed to suspend membership fees for 2025-26 as the charity funds allowed this. Gift Aid is available on donations that qualify.
The charity has a current account and savings/interest account.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Graham Coiley	
Full name(s)	Graham Malcolm Coiley	
Position (eg Secretary, Chair, etc)	Chair	

Date	22nd October 2026