

Registered with the Charity Commission for Northern Ireland - NIC 102120

**TRUSTEES' ANNUAL REPORT  
FOR FINANCIAL YEAR 01.04.22 - 31.03.23.**

**Contents:**

References and administrative details of the Charity	Pages 1-2
Trustees' Report	Pages 2-5

**References and administrative details of the Charity**

Charity Name:	Friends of Sydenham Court Association
Charity Registration Number:	NIC 102120
Principal Address of Charity:	Sydenham Court 48a Sydenham Gardens Belfast BT4 1PP
Trustees:	Colin Ferguson Ian Berryman Alan Gray
Principal Office Bearers:	Chairperson: Colin Ferguson Secretary: Ian Berryman Treasurer: Alan Gray
Independent Examiner:	Joan Baird Finance Manager East Belfast Community Development Agency East Belfast Network Centre 55 Templemore Avenue Belfast BT5 4FP
Bankers:	Allied Irish Bank (NI) 35 University Road Belfast BT7 1ND

## **Trustees' Annual Report for the year ended 31.03.23**

The Trustees present the Annual Report and Statements of Receipts and Payments and Assets and Liabilities for Friends of Sydenham Court for the year ended 31<sup>st</sup> March 2023

### **Objectives and Activities**

The charitable purpose of Friends of Sydenham Court Association is to promote for the benefit of the tenants of Sydenham Court and for the wider community of Sydenham Court, the provision of facilities for recreation or other leisure time occupation in the interests of social welfare of the tenants of Sydenham Court who have need of such facilities by reason of their infirmity, mental health or disablement and with the object of improving the conditions of life of the said tenants of Sydenham Court without distinction of age, gender, sexuality, nationality, ethnic origin, political or religious opinion.

### **Achievements, Performance & Public Benefit**

Subject to any relevant Covid-19 restrictions, the trustees have ensured over the past year that the Friends of Sydenham Court Association continues in their main function of raising funds for activities, outings, equipment and facilities for the benefit and well-being of the tenants of Sydenham Court, Belfast who are living with dementia.

The committee of the Friends of Sydenham Court Association wish to sincerely thank all family members, carers, local people and businesses along with the dedicated staff of Sydenham Court and Clanmil Housing Association who have supported or donated to the Association over the year to help benefit the well-being of the residents of Sydenham Court.

### **Principal Fundraising Activities by the Association**

Post the Covid-19 pandemic, no face to face significant fundraising such as the regular autumn bucket collection at Kingspan Stadium has taken place but other grant funding has been secured and investigation of other funding sources continues.

Fortunately the securing of a 5-year Big Lottery People & Communities grant back in November 2019 has provided a small ongoing annual income source for the Association's activities but the Association notes that the term of this significant grant shall soon expire.

The Association greatly appreciates the ongoing receipt of monetary and equipment donations from existing and previous tenants and their families.

### **Activities Fully or Partially Sponsored by the Association:**

Weekly	Refreshments and items for in-house small group activities such as quizzes, crafts, balloon badminton, boccia, and reminiscence sessions and also for Tuesday Lunch and Friday Fish & Chip Clubs (when operational).
--------	--

	Supplies for Beauty Box used in beauty, relaxation & pamper sessions
	Musical entertainment sessions by a variety of musicians (eg Joe Allen and Tom the Music Man). Circus skills entertainer.
Monthly	Ongoing regular maintenance of tropical fish tank purchased by the Association in Dec '20
Late Spring '22	Easter music entertainment. Small group attended a concert at the Waterfront. Professional landscape architect's fees for central garden landscape scheme. Engage with Age art project.
Summer '22	The Queen's Jubilee celebrations. Summer Saturday bus trips to: Castle Espie, Eden Pottery, Irish F.A. Stadium tour, Woodlawn Nursery & Kinedale Donkey Sanctuary, Red berry Café (Bangor) & coastal drive, Chocolate making at Aunt Sandra's Candy Factory, Maxi Moo Café in Millisle, Hillsborough Castle & Gardens. (Unfortunately numbers per trip were limited to 8 residents by Trust transport Covid 'restrictions'}) A family BBQ was also enjoyed in the central courtyard at Sydenham Court.
Autumn '22	Halloween party and pumpkin carving session. Small group attended Pantomime show. Alzheimer's Society's Elf Day event  La Mon House Hotel Festive event & Dinner. Christmas Party for tenants, staff and their families. In-house Christmas dinner for tenants remaining at Sydenham Court with no local family members.
Early Spring '23	Arts projects. Away-day trip for tenants whilst essential flooring refurbishment work carried out in building. Relocation of fish tank to main reception foyer area.

Unfortunately, for a considerable period this year, the communal areas of the Sydenham Court building have been subject to a lengthy building refurbishment programme. This has meant that, due to the lack of furniture and available areas, there has been limited opportunity for communal activities for the tenants. Instead, the staff and visiting providers have generally been involved in activities with smaller sized group sessions.

Unfortunately the BH&SST post of Activities Co-Ordinator at Sydenham Court, which has remained vacant since February 2021, has still not been filled. The Association sincerely hopes that this vital post aimed at helping improve the sense of well-being of the tenants (which is also pivotal to the focus and activities of the

Association) is filled soon and look forward to working closely with whoever is appointed.

The Association is particularly grateful to the management and staff of Sydenham Court who have continued to organise activities and outings for the tenants within any Covid 'restriction' constraints in addition to their normal duties and pressures which were already greatly increased as a result of the pandemic and its impact on staffing levels.

### **Financial Review**

The Association shall continue to investigate avenues for fundraising methods to help support activities for the residents of Sydenham Court.

Refer to Statements of Receipts and Payments and Assets and Liabilities for Friends of Sydenham Court for the financial year ended 31<sup>st</sup> March 2023 under separate cover

To date it has not been found necessary for the Association to levy a fee to members despite this being permissible under the Constitution.

In order to provide reasonable assurance against risk of financial mis-management, from the outset the Association had introduced internal administrative controls including ensuring two authorised signatories for all payments by cheque or online bank transfer.

### **Structure, Governance and Management**

The governing document for Association is the Constitution of Friends of Sydenham Court Association originally adopted on 03.11.15. with a subsequent revision being formally adopted on 30.01.18.

The Association is managed by a Committee elected from the membership of the Association and include representatives as Chairperson, Secretary and Treasurer nominated and appointed from the committee. Currently all committee office bearers are Charity Trustees.

### **Recruitment and Appointment of Trustees**

Any members of the Association are invited to be elected as Committee Members.

### **Pay and Remuneration**

No member of the Association receives pay or remuneration from the Friends of Sydenham Court Association.

**Organisational Structure**

The Committee is responsible for the day-to-day management of the Association in it's support of the BH&SST Activities Co-Ordinator (when appointed), Manager and staff of Sydenham Court and the residents of Sydenham Court.

**Compliance with Public Benefit**

The trustees of the Friends of Sydenham Court have carefully considered the Charity Commission for Northern Ireland's statutory guidance on public benefit to ensure that the activities entered into during the year have furthered the Association's objectives, for the public benefit.

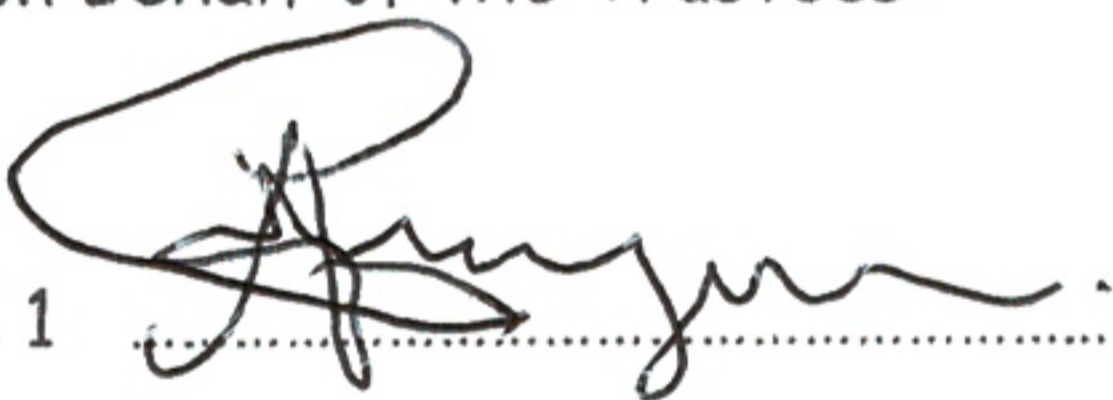
**Statement of Trustees' Responsibilities**

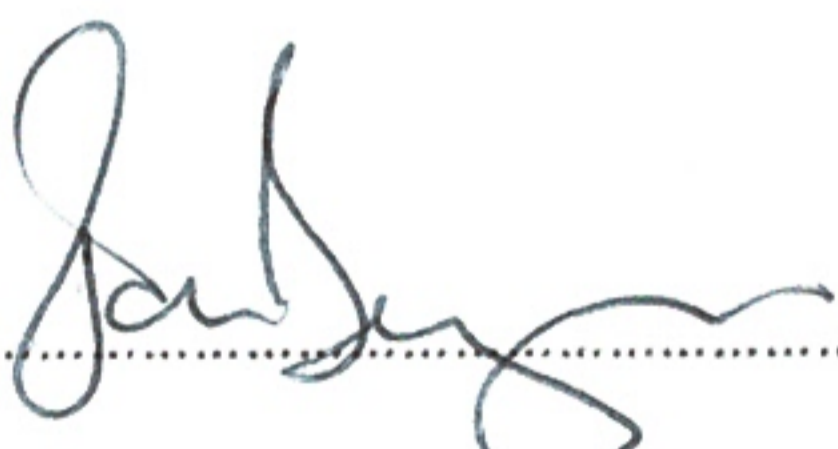
The trustees are responsible for preparing the Trustees' Report and the Statement of Receipts and Payments and Statement of Assets and Liabilities in accordance with applicable law and regulations.

The law applicable to charities in Northern Ireland with Income of less than £250,000 requires the trustees to prepare a statement of receipts and payments and a statement of assets and liabilities for each financial year.

The trustees are responsible for keeping accounting records that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy at any time the assets and liabilities of the Association. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on Behalf of the Trustees:

Trustee 1  .....  
Colin Ferguson (Chairperson)

Trustee 2  .....  
Ian Berryman (Secretary)

Date: 24/10/23 .....