

# Friends

of Sydenham Court Association

Registered with the Charity Commission for Northern Ireland - NIC 102120

## TRUSTEES' ANNUAL REPORT

FOR FINANCIAL YEAR 01.04.23 - 31.03.24.

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### 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 31.03.24**

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 2024

### **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**

The trustees have ensured over the past year that the Friends of Sydenham Court Association continues in their main function of raising funds to support 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.

In particular the committee sincerely thanks all of the staff at Sydenham Court who, in addition to their normal duties, also organised and ran activities and outings for the tenants since the post of activities co-ordinator has been vacant from February 2021. Fortunately the post was finally filled late in November '23 and the extent and variety of activities for the tenants are increasing.

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

A successful Quiz Night was held in Horatio Todd's, Ballyhackamore in September '23. Some 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 expire in December 2024..

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, bingo, reminiscence sessions and 'knit & natter' sessions.
  - Supplies for Beauty Box used beauty, relaxation & pamper sessions
  - Musical entertainment sessions by a variety of musicians (eg Joe Allen and Tom the Music Man).
  - Funding of taxis to attend events
- Monthly**
- Ongoing regular maintenance of tropical fish tank purchased by the Association in Dec '20. The association also funded the relocation of the fish tank requested as part of the building refurbishment work carried out by Clanmil during the year
- Late Spring '23**
- Refreshments and music entertainment for Easter and royal coronation events.
- Summer '23**
- Garden Celebration & BBQ in the central courtyard at Sydenham Court for tenants, families and staff.. Saturday bus trips were enjoyed to Montalto House, Newcastle, Bangor Museum, Hillmount Nursery, Maxi Moo Café in Millisle , Crumlin Road Gaol, Kinedale Donkey Sanctuary, Kilcreggan urban farm and Hazelbank Garden.
  - Interactive session of poetry, singing and guitar by the 'Plays Aloud' theatre company.
- Autumn '23**
- A new large smart TV was purchased for the ground floor sitting room. Christmas craft sessions, La Mon House Hotel Festive event & Dinner. Unfortunately the planned Christmas Party for tenants, staff and their families had to be cancelled at late notice due to an outbreak of Co-vid.
  - Replacement of the 10' Christmas tree and decorations for the foyer. The tenants enjoyed dressing the tree with the help of local school children.
- Early Spring '24**
- Purchase of games and craft items.
  - Visits to Sydenham Court involving animals by Kidz Farm and World of Owls.

### 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 2024 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, 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.

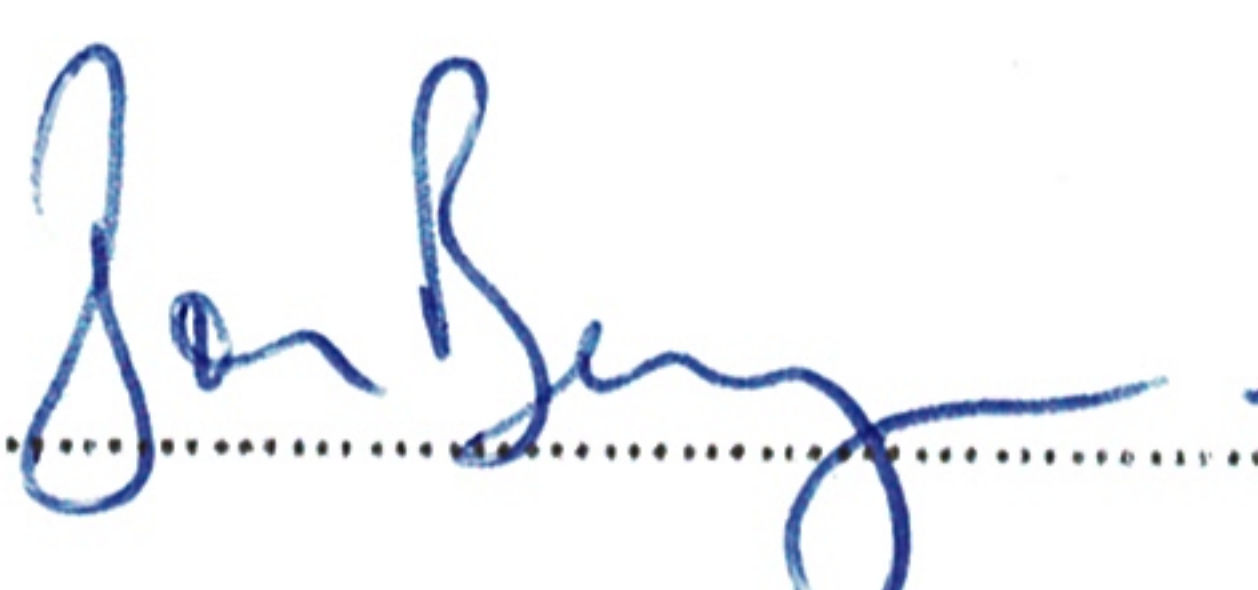
### **Statement of Trustees' Responsibilities**

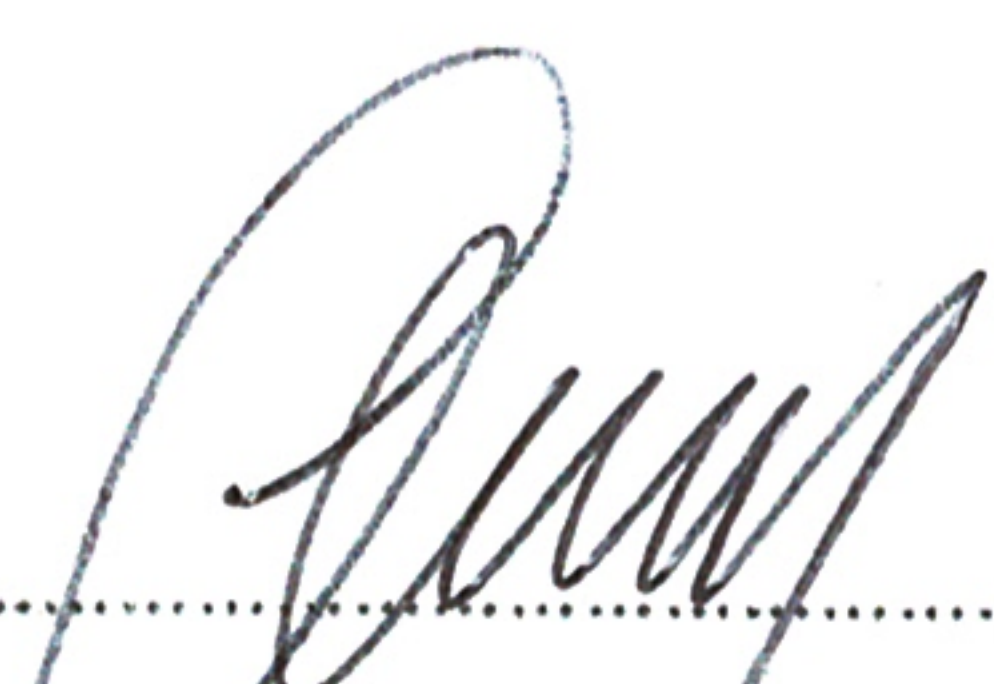
The trustees are responsible for preparing the Trustees' Report and the Statement of Receipts and Payments and Statement of Assets and Liabilities in accordance with applicable law and regulations.

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 .....   
Ian Berryman (Secretary)

Trustee 2 .....   
Alden Gray (Treasurer)

Date: ..... 17/9/24