



Patron – The Lady Dannatt MBE

## **WYMONDHAM DEMENTIA SUPPORT GROUP**

*Charity Number: 1143347*

Notice of AGM, Agenda, Reports and Accounts

For presentation at the

Annual General Meeting

to be held by Zoom video-conference

on

13<sup>th</sup> October 2020 at 09.30 am

# WYMONDHAM DEMENTIA SUPPORT GROUP

*Registered Charity No: 1143347*

## NOTICE OF MEETING

Notice is hereby given that the Annual General Meeting of the Wymondham Dementia Support Group is to be held on Tuesday 13<sup>th</sup> October 2020 at 09.30 hrs by Zoom video-conference (joining details will be circulated prior to the AGM)

## AGENDA

1. Apologies for absence
2. Minutes of the AGM held on 18<sup>th</sup> October 2019 – to be approved
3. Matters arising from the Minutes of the meeting of 18<sup>th</sup> October 2019
4. Chairman's Report
5. Treasurer's Report and to receive, consider and approve the Accounts for the year ending 31<sup>st</sup> March 2020
6. To re-appoint Philip Goddard, FCCA, as the Independent Examiner
7. Joint Organiser's Report
8. Election of Sallie Colk as a Trustee (Mrs Colk has indicated her willingness to serve again as a Trustee (Para 17(1) of the Constitution)
9. Election of Julie Sheldrake as a Trustee (Para 17(1) of the Constitution)
10. Any other business

No further resolutions that require a vote of the members at this AGM have so far been received.

By order of the Trustees



Phil Whiscombe

Hon. Secretary

Wymondham Dementia Support Group

### Documents following:

1. Report of the Trustees
2. Accounts for the year ending 31<sup>st</sup> March 2020 and Independent Examiner's report
3. Treasurer's Report
4. Chairman's Report
5. Joint Organiser's Report



## **WYMONDHAM DEMENTIA SUPPORT GROUP**

### **REPORT OF THE TRUSTEES AND ACCOUNTS**

#### **FOR THE YEAR ENDED 31 MARCH 2020**

**Charity Number: 1143347**

# WYMONDHAM DEMENTIA SUPPORT GROUP

## REPORT OF THE TRUSTEES AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

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# **WYMONDHAM DEMENTIA SUPPORT GROUP**

## **Report of the Trustees for the year ended 31 March 2020**

### **REFERENCE AND ADMINISTRATION INFORMATION**

**Charity Name:**

Wymondham Dementia Support Group

**Charity Registered Number:**

1143347

**Operational Address:**

Fairland Church Centre, Fairland Hill, Wymondham, Norfolk, NR18 0AW

**Patron:**

The Lady Dannatt MBE

**President:**

T Brown

**Trustees:**

A E Scott (Chair)  
P J Whiscombe (Hon Secretary)  
M J Gibbins (Hon Treasurer)  
Z Aldridge (to 13<sup>th</sup> January 2020)  
T Barrett  
P M Chapman (to 16<sup>th</sup> June 2019)  
S G Colk  
T D Forder (to 30<sup>th</sup> October 2019)  
M J Lucas  
A J Shead  
J D Sheldrake (from 29<sup>th</sup> October 2019)

**Independent Examiner:**

P Goddard FCCA

# **WYMONDHAM DEMENTIA SUPPORT GROUP**

## **Report of the Trustees for the year ended 31 March 2020**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **a. Governing Document**

Constitution adopted on 24<sup>th</sup> June 2011 as amended on 4<sup>th</sup> October 2013.

#### **b. Appointment of Trustees**

Trustees are appointed either by the Charity in general meeting or by the other Trustees. They serve for a period of four years, being eligible to seek re-election for a further three years, after that they retire.

#### **c. Risk management**

Trustees have identified that the major risk to the organisation is its over dependence on funding by way of grants and donations. Consequently, the charity has attempted to increase the amount it raises from its own fund raising events to improve its financial sustainability. The Trustees will continue to monitor and review risk.

### **OBJECTIVES AND ACTIVITIES**

#### **a. Objectives**

The following objects are for the benefit of people with dementia and their carers within the area of Wymondham and district in the county of Norfolk:

1. to promote and protect good health; and
2. to provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation with the object of improving their conditions of life.

#### **b. Activities**

The Wymondham Dementia Support Group mainly serves the town of Wymondham and its surrounding villages, although some individuals with dementia and their carers come from other parts of Norfolk where the service we provide may not be available.

The objectives of the Charity have been met by providing a variety of activities for people living with dementia and their carers. Our main activity is the Pabulum Café (held every Friday and Monday) which provides a safe, friendly and understanding meeting place where refreshments are served.

# **WYMONDHAM DEMENTIA SUPPORT GROUP**

## **Report of the Trustees for the year ended 31 March 2020**

### **ACHIEVEMENTS AND PERFORMANCE**

The year has been one of change and new challenges. Dianne decided it was time to step down from the role of Organiser and the Trustees appointed Deborah Anstee and Sarah Green as Joint Organisers to take the Group forward. The Trustees would like to place on record their thanks to Dianne for her enthusiasm and energy throughout her many years of service with the Group. In this time, Dianne has overseen the expansion of the Group, introduced a wide variety of activities and increased the wider community's awareness of the Group's role culminating in the Group receiving the Queen's Award for Voluntary Service in 2017.

Deborah and Sarah have already brought their own personalities and skills to the Group, this has been particularly evident since the regular activities were curtailed by the Covid-19 pandemic. The Trustees took the decision to close the cafés in early March due to the vulnerability of the majority of our members, carers and volunteers. The Government's subsequent imposition of a general lockdown has resulted in the closure of all cafés, and the cancellation of all planned activities and outings.

Before the lockdown, the Group had continued to expand with more new members attending both our weekly Friday Pabulum Cafés and Monday-Monday Cafés. The Friday Cafés often approached maximum capacity at the Church and we saw a new dynamic of regular and larger groups attending on Mondays. The regular offerings of Arts and Craft group, Poetry group, Indoor Sports and the ever popular Singing Cafés continued. The monthly Picture Palace drew increased attendances after a period of declining interest. The Happiness Garden under the unstinting stewardship of Tony has provided a place for peaceful contemplation as well as providing an opportunity for exercise for the more active members and volunteers. The carers meetings mentored by Sallie during the Friday cafés have continued to provide an invaluable source of information and comfort for family members caring for those living with dementia. Where possible, volunteers have provided support to carers in form filling for applications for additional living allowance, lasting powers of attorney and blue badges.

## **WYMONDHAM DEMENTIA SUPPORT GROUP**

### **Report of the Trustees for the year ended 31 March 2020**

#### **ACHIEVEMENTS AND PERFORMANCE (continued)**

Outside trips continued during the year designed to give members a stimulating and rewarding experience. The trips included How Hill in April, the regular Broads cruise in May and a visit to Peter Beales Nursery in July, all were well attended. The planned celebration of Norfolk Day in July at Lady Dannatt's residence was regrettably cancelled at the last moment due to inclement weather. The replacement Fun Day was held at the Fairland Church Centre in September where games and a hamburger stall were enjoyed by all. Our thanks to Marie and Mike Lucas who welcomed us into their home in Fornsett for musical entertainment and a barbeque in June. Christmas celebrations included a party at the new Wymondham Rugby Club premises and a visit to the Christmas show at the Great Yarmouth Hippodrome.

With Pippa's involvement, our engagement with the pupils of Ashleigh Primary School has continued. In November the younger pupils visited the Café where they held one-to-one conversations with members and volunteers. In January, older pupils gave presentations on "What makes my heart sing". It has been so rewarding to see this inter-generational close engagement which hopefully can be repeated in the future.

Kirsty Porter, founder of the Umbrella Cafés in Victoria, Australia was a welcome return visitor to the Group in January. Kirsty credits a visit to Pabulum as her inspiration for setting up similar cafés in Australia. It was most rewarding for us to learn of her experience and challenges in bringing the Umbrella Cafés into being.

We have said goodbye to three Trustees this year, Pippa, Trevor and Zena. We thank them all for their contribution to the Group We extend a warm welcome to Julie Sheldrake who has joined as a Trustee during the year.

We continue to be reliant on donations as the main source of finance for the charity and are most grateful to the public, various groups in Wymondham and the wider community for their continued support. To the extensive list of donations reported on page 10 must be added donations in kind and the time given by our many volunteers. Our own shop "Rita's Retail" has provided a steady additional income this year thanks to the generous donations of goods and the efforts of Rita and Carol. Various members have donated receipts from their craft making activities. We participated in the Autumn and Christmas Fairs at Wymondham Garden Centre and are most grateful for their continued support.

## **WYMONDHAM DEMENTIA SUPPORT GROUP**

### **Report of the Trustees for the year ended 31 March 2020**

#### **ACHIEVEMENTS AND PERFORMANCE (continued)**

During the year, the Group was most fortunate to receive a legacy of £38901.84 from the Estate of William George Peggall. Mr Peggall was a local man who after his National Service worked for the Post Office (later British Telecom) initially delivering telegrams, but retiring as manager in the Norwich control area. Mr Peggall had a diagnosis of dementia in his later years and we are most grateful that we were one of 11 charities chosen to benefit from his estate.

In April the Group made a major contribution in organisation and participation to the Admirals Walk UK a fundraising event for Admiral Nurses, a cause very close to our hearts.

Training for our volunteers was stepped up during the year with induction training for new volunteers as well as separate sessions for updating training for existing volunteers and focussed sessions on safeguarding and dealing with challenging behaviour.

In March the Covid -19 pandemic forced major changes as the reality of lockdown hit the Group. With no cafes taking place and individuals being isolated it was essential that communications with our members, carers and volunteers was stepped up. The bi-monthly newsletter became a fortnightly version titled "Keeping in Touch" produced by Deborah and Sarah, and a WhatsApp group was made available for any member of our community to join. Organisers and volunteers commenced telephone calls to our members and carers to ensure contact was maintained. Recruitment had started for our new Home Visiting Service, but this has been delayed until after the Covid-19 restrictions are lifted.

Our thanks as ever go to Dianne Fernee, Deborah Anstee and Sarah Green our tireless organisers for their work during the year and no report would be complete without expressing the Trustees' thanks to the many multi-talented and committed volunteers who give up so much of their time freely to support the Group creating a caring environment, and without whom, the Group could not function.

Finally, it was with great pleasure that we learnt of the appointment of our patron, the Lady Dannatt, as Lord Lieutenant of Norfolk, and we thank her once more for her continued interest in and support of the Group.

# **WYMONDHAM DEMENTIA SUPPORT GROUP**

## **Report of the Trustees for the year ended 31<sup>st</sup> March 2020**

### **FINANCIAL REVIEW**

#### **a. Receipts and Payments**

The charity reported net incoming resources of £45,298 for the year (£2,905 net income for 2019)

#### **b. Balances**

Our balances as at 31<sup>st</sup> March 2020 totalled £88,405 (£43,107 as at 31<sup>st</sup> March 2019).

#### **c. Reserves Policy**

The Trustees had previously determined that a reserve equivalent to at least twelve month's expenditure would be prudent in view of the uncertain nature of the main income sources. As noted on Page 5, the Group received an unrestricted legacy of £38901.84 from the Estate of W G Peggall during the year. In view of the uncertainty caused by the Covid-19 pandemic, no decision on the use of these funds will be made until the outcome of the pandemic is known.

#### **d. Principal Sources of Funds**

Grants and donations are the Charity's main source of funds.

### **DECLARATION**

This report was approved by the Trustees on 30<sup>th</sup> June 2020 and signed on their behalf by

A E Scott

## **WYMONDHAM DEMENTIA SUPPORT GROUP**

### **Independent examiner's report on the accounts**

I  
report on the accounts of the Wymondham Dementia Support Group for the year ended 31<sup>st</sup> March 2020, which are set out on pages 7 to 9.

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

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act  
or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P Goddard FCCA - Corner Cottage, Church Road, Colby, Norfolk -

WYMONDHAM DEMENTIA SUPPORT GROUP							
STATEMENT OF FINANCIAL ACTIVITIES							
FOR THE YEAR ENDED 31ST MARCH 2020							
			General	Other			
			Unrestricted	Funds		2020	2019
			Funds	Funds		£	£
			£	£		£	£
<b>INCOMING RESOURCES</b>							
Grants			0.00			0.00	0.00
Donations			55474.16	5000.00		60474.16	28361.04
Fund Raising			5586.64	9802.18		15388.82	3561.44
Outings, Trips and Functions			2934.00			2934.00	1785.00
Refreshments			3769.79			3769.79	2778.46
Miscellaneous Sales			31.00			31.00	622.00
Other Income			297.72			297.72	232.70
<b>TOTAL INCOMING RESOURCES</b>			<b>68093.31</b>	<b>14802.18</b>		<b>82895.49</b>	<b>37340.64</b>
<b>RESOURCES EXPENDED</b>							
Wages			12293.85			12293.85	6600.00
Volunteer costs			3406.83			3406.83	1013.68
Property expenses			4160.50			4160.50	4836.00
Outings, Trips and Functions			8342.42			8342.42	11809.54
Refreshments			1094.09			1094.09	1203.61
Administration			3943.51			3943.51	5692.62
Pabulum Café expenses			1026.76			1026.76	691.07
Happiness Garden			484.61			484.61	424.45
Items for resale			0.00			0.00	950.40
Property Improvements			0.00			0.00	574.30
Miscellaneous costs			164.00	2681.38		2845.38	640.00
<b>TOTAL RESOURCES EXPENDED</b>			<b>34916.57</b>	<b>2681.38</b>		<b>37597.95</b>	<b>34435.67</b>
<b>NET INCOMING RESOURCES</b>			<b>33176.74</b>	<b>12120.80</b>		<b>45297.54</b>	<b>2904.97</b>
Transfers to Restricted Funds			0.00	0.00		0.00	0.00
<b>NET MOVEMENT IN FUNDS</b>			<b>33176.74</b>	<b>12120.80</b>		<b>45297.54</b>	<b>2904.97</b>
FUNDS BROUGHT FORWARD			30912.63	12194.76		43107.39	40202.42
<b>FUNDS CARRIED FORWARD</b>			<b>64089.37</b>	<b>24315.56</b>		<b>88404.93</b>	<b>43107.39</b>
<b>REPRESENTED BY</b>							
Barclays Community Account						25476.69	10928.37
Barclays Savings Account						61253.65	31123.05
Petty Cash						274.76	250.00
Cash in Hand						399.83	5.97
Wages Float						1000.00	800.00
						<b>88404.93</b>	<b>43107.39</b>



**WYMONDHAM DEMENTIA SUPPORT GROUP**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 31ST MARCH 2020**

**3 GRANTS AND DONATIONS**

Thanks go to the following organisations who made grants or donations in the year

- A McDonald
- A Rix
- Barford Arts Group
- Bracon Ash Bingo Club
- C Tooke
- Cringleford Singers
- EBC Value Challenge
- Jarrolds
- John Laing Charity
- K Bennett - Philips
- M Stevenson
- New Beginings
- O Gaul
- Rosedale Funeral Services
- Scrappage Rally
- The Estate of W G Peggall
- Unite the Union
- Waitrose
- Wymondham Baptist Church
- Wymondham Darts League
- Wymondham Garden Centre
- Wymondham Golf Society
- Wymondham Lions Club
- Wymondham Open Gardens
- Wymondham Rotary Club
- Wymondham Windmill Surgery

Also thanks to the many individuals who made donations, organised fund raising events, or made collections on our behalf during the year. Special mention to everyone who took part in the sponsored walk in aid of Admirals Nurses which had raised a total of £10280.53 at the year end.



**Patron – The Lady Dannatt MBE**

## **TREASURERS REPORT TO THE ANNUAL GENERAL MEETING**

**13<sup>th</sup> October 2020**

The Group has enjoyed another successful year from a financial point of view, despite the cessation of activities in March due to Covid 19. The Group was very fortunate to receive a legacy of almost £39,000 from the Estate of W G Peggall, a Wymondham resident who gave a large proportion of his estate to a number of charities.

Total income for the year increased from £37,340 to £82,895, this was due to the legacy above, further funds of £9,802 for the Admiral Nurses Walk and £5,000 from the John Laing Charity to assist with the creation of a Home Visiting Service.

The year end balances include £10,281 received in respect of the Admirals Nurses Walk, further money was received after the year end and we were recently able to hand over more than £17,000 to Dementia UK to be used to fund Admirals Nurses in Norfolk.

The remainder of the income is unrestricted, and details of major Donors are shown on Page 10. I would like to express my thanks to everyone who made a donation, or gave their time to assist the group.

The running costs of the Group were £34,916 which was pretty much the same as last year. We did incur additional staff costs in moving from one Organiser to two, but we did save money in cancelling a number of advertisements and there was no 10<sup>th</sup> Anniversary Party this year for obvious reasons.

As I stated, the Group held funds of £88,405 at the end of March with £64,089 being unrestricted and £24,316 held as designated for future projects as shown on page 9. The receipt of the money from W G Peggall has meant that we currently hold reserves that are well in excess of our stated policy (page 6). The Trustees will review the use of this money once the position on Covid 19 becomes clearer.

One last point, due to the size of the Group, our accounts are subject to an Independent Examination, and the Examiners report is on page 7. No matters of concern or areas of non-compliance were reported.

#### Actions to Follow at Meeting

ANY QUESTIONS

FORMAL APPROVAL OF ACCOUNTS

RE-APPOINTMENT OF PHILIP GODDARD AS INDEPENDENT EXAMINER

**Mike Gibbins**

**Honorary Treasurer**

## **WDSG Chairman's Report to the 2020 AGM**

As Trustees we share the ultimate responsibility for governing Wymondham Dementia Support Group and directing how it is managed and run. As the current Chair, I would like to thank all the Trustees for their dedication and commitment over the past year.

There have been a couple of changes to our board, with the resignation of Zena Aldridge and the recruitment of Julie Shel Drake. Due to her professional and personal commitments, Zena felt the need to step down. I should very much like to thank her for everything that she has contributed to our deliberations and work during her time with us. Although she will no longer serve as a Trustee, she continues to support WDSG and has offered to help whenever needed.

Julie joined us towards the end of last year, and as both a qualified solicitor and a nurse she brings a new set of skills and experience to our group.

My special thanks go to our Honorary Secretary, Phil Whiscombe, and to our Honorary Treasurer, Mike Gibbins. They have both worked so hard throughout the year to ensure the smooth running of our charity and have always been there with help, information and advice for me, as Chair. In any successful voluntary organisation it is often the unseen contribution of their dedicated secretary and treasurer that underlies their visible achievements and that is certainly the case at WDSG through the work of Phil and Mike.

In October, Dianne Fernee and I had the privilege of representing our charity at an event in Norwich Cathedral - a special Choral Evensong to give thanks for and welcome Pippa, The Lady Dannatt as Her Majesty's Lord Lieutenant of Norfolk. As President of WDSG, Lady Dannatt continues to support our group and corresponds regularly with us. We look forward to welcoming her back here again very soon.

The achievements of our Group as a whole are all as detailed in the Trustees' Report and I would like to reiterate the thanks expressed there to Dianne Fernee. Her enthusiasm and belief in what we are aiming to do in supporting those living with dementia and their carers raised the profile of WDSG over several years to such an extent that we became a model for other groups. We shall always be grateful to her for helping us to get where we are today.

As Trustees we were given the difficult task of replacing Dianne with someone equally enthusiastic and forward-thinking, and we were relieved and delighted to find Deborah Anstee and Sarah Greene. They joined us in the Summer, ready and eager

to take over from Dianne at the end of the year. They had hardly settled into their new roles when, in the week after we celebrated our 11<sup>th</sup> Birthday, in consultation with the Trustees they had to make the difficult decision to temporarily close our Cafés due to the Covid-19 pandemic. Since then, they have both focussed on maintaining contact and support with members and volunteers through newsletters and phone calls. Operating in this way, without personal face-to-face contact, can be most difficult at times and I should like to commend them for the sensitive way they have approached this.

Last but not least, my thanks go out to our volunteers who help to run our Cafés and without whom we would not be able to operate. They give up their precious time to do this and I like to think that they provide the secret ingredient that makes our Cafés so special.

We must aim to continue to support those living with dementia and their carers and to expand our reach in this, the twelfth year of Wymondham Dementia Support Group, in spite of all the difficulties presented by restrictions needed to cope with the current pandemic.

**Ann Scott**  
**Chair of Trustees**

## **AGM 2020 Organisers, report for year ended 31<sup>st</sup> March 2020.**

Our adventures with WDSG started early August 2019 and we were well and truly welcomed into the group by everyone. It was really good to see new people arrive and become absorbed into the group and also for us to get to know those who had many years of involvement with Pabulum café. The most striking observation to both of us as newcomers was how quickly people became friends and the value of the carers' group in supporting people.

When Dianne left at Christmas we took a deep breath and moved into the New Year with ideas and plans including organising a trip to a new venue, Duxford Air Museum, and a revisit to the ever popular How Hill. We even booked the Christmas Panto visit.

We were delighted to be part of a group attending Dementia Friendly sessions at Wymondham Swimming pool and it was good to see some people developing confidence in the pool and we have to say that it was a job to keep up with one member with the pace and number of lengths achieved each session. A big thank you to Carol and Carole for being swimming buddies.

We also heard that we had been awarded funding from Aviva for a Magic Table which had been trialled in November with great success. At the end of March the projector arrived and we were making arrangements for fitting and training.

Who was to know about COVID 19 and how it would impact on our group. What a big challenge and massive change for all of us.

Sadly, shelving plans made for 2020 we arranged a buddy system to try and ensure everyone kept in touch and made plans for a regular keeping in touch newsletter and a WhatsApp group. Tony and Maz immediately made plans to keep the garden in good condition which has developed into a committed group of extra volunteers who have painted the shed, benches, fence posts and gate and weeded and cleaned everything. A great BIG THANK YOU to everyone who has kept this beautiful oasis nurtured.

Our working hours are completely different with much of the time spent talking to people on the phone and it's been a privilege to get to know everyone a little better this way.

### **Looking ahead**

Our intentions are to continue with the telephone chats made by us, the volunteers and friends but to restart the café in October by invitation only. Start small and hopefully grow in line with Government guidelines. We conducted a survey which most people from our membership and volunteers completed saying whether they felt able to return to a smaller café. This gave an insight into how isolating and frightening the COVID restrictions had been for everyone. It also demonstrated the great resilience within our group and how we have helped each other through these difficult times.

A morale building Christmas video is planned in which everyone can take part and then we intend to let everyone watch it one way or another. There will be a competition with a hamper prize and a raffle.

We continue with our collaboration with Ashleigh school with plans for contributing to a lockdown poetry book and adding to their lockdown giant jigsaw.

We are looking forward to the year ahead when we can all get back together with a cup of tea but for now a big THANK YOU to EVERYONE who supports us in whatever way to make life a little easier.

**Thank you from Deborah and Sarah**

**Joint Organisers**