



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

at

the Fairland Church Centre, Wymondham

on

Friday 14<sup>th</sup> October 2022 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 Friday 14<sup>th</sup> October 2022 at 09.30 hrs at the Fairland UR Church Centre, Fairland Hill, Wymondham, Norfolk, NR18 0 AW

## AGENDA

1. Apologies for absence
2. Approval of the Minutes of the AGM held on 5<sup>th</sup> November 2021
3. Matters arising from the Minutes of the meeting of 5<sup>th</sup> November 2021
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 2022
6. To re-appoint Philip Goddard, FCCA, as the Independent Examiner
7. Joint Organiser's Report
8. Re-election of Tim Barrett for a further 3 years from 14<sup>th</sup> October 2022 as a Trustee (Para 17(3) of the Constitution)
9. Election of Andrew Rackham as a Trustee (previously co-opted by the board of trustees) (Para 17(1) of the Constitution)
10. Election of Brenda Groucott as a Trustee (previously co-opted by the board of trustees) (Para 17(1) of the Constitution)
11. Election of Phil Whiscombe as a Trustee (Mr Whiscombe has indicated his willingness to serve again as a Trustee (Para 17(1) of the Constitution)
12. 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 Attached:

1. Report of the Trustees
2. Accounts for the year ending 31st March 2022 and Independent Examiner's report
3. Chairman's Report
4. Treasurer's Report
5. Joint Organiser's Report



**WYMONDHAM DEMENTIA SUPPORT GROUP**

**REPORT OF THE TRUSTEES AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**Charity Number: 1143347**

# **WYMONDHAM DEMENTIA SUPPORT GROUP**

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

**FOR THE YEAR ENDED 31 MARCH 2022**

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# **WYMONDHAM DEMENTIA SUPPORT GROUP**

## **Report of the Trustees for the year ended 31 March 2022**

### **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)

T Barrett

S G Colk

M J Lucas (resigned 25<sup>th</sup> July 2021)

A Rackham (appointed 11<sup>th</sup> May 2022)

A J Shead

J D Sheldrake (resigned 8<sup>th</sup> July 2021)

**Independent Examiner:**

P Goddard FCCA

# **WYMONDHAM DEMENTIA SUPPORT GROUP**

## **Report of the Trustees for the year ended 31 March 2022**

### **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 which provides a safe, friendly and understanding meeting place where refreshments and light lunches are served.

# **WYMONDHAM DEMENTIA SUPPORT GROUP**

## **Report of the Trustees for the year ended 31 March 2022**

### **ACHIEVEMENTS AND PERFORMANCE**

The year has marked a gradual, albeit cautious, move back to near normality after the many challenges of the Covid pandemic

At the beginning of the year we were still in lockdown and communication was being maintained with our members by telephone calls and Zoom meetings. Rotas were in place for regular telephone calls to members from both our organisers and volunteers. Zoom meetings were held on a fortnightly basis compered by Trevor Brown with various activities, discussions and quizzes. There was a WhatsApp group and regular issues of the "Keeping in Touch" newsletter, circulated by e-mail or hard copy to keep all members and volunteers updated on all matters. At Easter our organisers arranged for deliveries of small bunches of Daffodils to the homes of our members.

As the UK Covid vaccination program progressed and the lockdown rules were eased we were able to manage restricted re-opening of the Cafés from the end of May. Attendance required pre-booking and numbers were very limited to comply with social distancing rules. Initially visitors found the experience very different, but as the rules have relaxed the numbers have increased although we still require pre-booking in order that we can manage the safety of all those attending.

As the year progressed we were able to gradually re-introduce favourite activities such as Arts and Crafts, Poetry, Indoor Sports, Picture Palace sessions and a short Sing-Along session once a month. In September a Fish and Chip lunch was held at a Friday Café, this proved popular and has continued on a monthly basis.

Special mention should be given to the gardening team led by Tony and Maz who maintained the Happiness Garden in exceptional order throughout the lockdowns.

With the Cafes closed for long periods, refresher training in dementia awareness and safeguarding was necessary for our volunteers and thanks go to Diane Jenkins for providing the necessary updates.

## WYMONDHAM DEMENTIA SUPPORT GROUP

### Report of the Trustees for the year ended 31 March 2022

#### ACHIEVEMENTS AND PERFORMANCE (continued)

There were a number of events held at various times during the year

- Step into Spring – a fund raising initiative arranged by our organisers where members and volunteers undertook 20 days of sponsored activities remotely during April and May. Activities included walking, cycling, open water swimming and hula-hooping with daily piano playing from May Walker in the days leading to her 100<sup>th</sup> birthday. This event raised over £6500, a fantastic effort by all concerned.
- The gardening team arranged a special display at the front of the Church for the Wymondham in Bloom event from June to August.
- There was an information stand and craft table outside the Church on 4<sup>th</sup> July to bring our activities to the attention of the general public
- We attended the Wymondham Wellbeing Picnic at the Rugby Club on June 27<sup>th</sup>, selling books and running a Tombola Stand
- The weekly swimming sessions at Wymondham Leisure Centre were resumed in October and have proved popular with carers and members

Whilst the Covid restrictions had been relaxed in time for Christmas 2021, the Trustees felt that the usual Christmas Party would be a step too far. In its place, a separate Christmas Buffet was held for both the Monday and Friday Cafés with restricted numbers to ensure the safety of all who were attending.

During the year two of the Trustees stood down. Marie Lucas was unable to return to the UK due to the ongoing Covid travel restrictions and Julie Sheldrake had a change in her employment situation which meant she was unable to continue. We thank both of them for their contribution. Since the end of the year Andrew Rackham has joined as a Trustee and the existing Trustees are looking forward to working with Andrew in the future.

## **WYMONDHAM DEMENTIA SUPPORT GROUP**

### **Report of the Trustees for the year ended 31 March 2022**

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

Prior to the pandemic, the Group had been looking to develop a home visiting service with the financial assistance of the John Laing Foundation and had appointed Diane Jenkins to implement the service. Progress was initially held up by the pandemic, and whilst much work had been done, when it was eventually possible to start it proved very difficult to identify any volunteers willing to provide services in clients own homes. Reluctantly the Trustees decided that the scheme could not proceed and Diane left the group with our thanks for her efforts. Unspent monies have been returned to The John Laing Trust and the Trustees have decided they will concentrate on delivering its core services for the next year rather than considering any new services until the full outcome of the Covid pandemic becomes clearer.

Our thanks as ever go to our organisers Deborah Anstee and Sarah Green for all their efforts during another difficult year, and no report would be complete without expressing the Trustee's 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, we thank Lady Dannatt, our Patron, for her continued interest in and support of the Group throughout the year.

## **WYMONDHAM DEMENTIA SUPPORT GROUP**

### **Report of the Trustees for the year ended 31<sup>st</sup> March 2022**

#### **FINANCIAL REVIEW**

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

The charity reported a net incoming of resources of £27,133 for the year (£17,291 net outgoing for 2021)

##### **b. Balances**

Our balances as at 31<sup>st</sup> March 2022 totalled £98,247 (£71,114 as at 31<sup>st</sup> March 2021).

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

The Trustees had previously determined that a reserve equivalent to at least twelve months expenditure would be prudent in view of the uncertain nature of the main income sources. The current level of reserves exceeds this primarily due to a large legacy received in 2020 and £27,000 received in the current year from the closure of The Wymondham Day Care Centre. In view of the continuing uncertainties over Covid-19 and other pressures on running costs the Trustees are comfortable with the current higher level of reserves, but will consider opportunities to develop services in the future as opportunities arise.

##### **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 22<sup>nd</sup> June 2022 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 2022, which are set out on pages 8 to 10.

### **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**

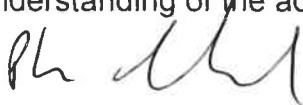
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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 - 22<sup>nd</sup> July 2022

WYMONDHAM DEMENTIA SUPPORT GROUP

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2022

|                                 | General<br>Unrestricted<br>Funds<br>£ | Other<br>Funds<br>£ | 2022<br>£       | 2021<br>£        |
|---------------------------------|---------------------------------------|---------------------|-----------------|------------------|
| <b>INCOMING RESOURCES</b>       |                                       |                     |                 |                  |
| Grants                          | 3591.00                               |                     | 3591.00         | 4434.80          |
| Donations                       | 44326.35                              |                     | 44326.35        | 14443.29         |
| Fund Raising                    | 5039.20                               |                     | 5039.20         | 9968.94          |
| Outings, Trips and Functions    | 0.00                                  |                     | 0.00            | 0.00             |
| Refreshments                    | 1244.44                               |                     | 1244.44         | 0.00             |
| Miscellaneous Sales             | 603.00                                |                     | 603.00          | 200.00           |
| Other Income                    | 62.77                                 |                     | 62.77           | 83.60            |
| <b>TOTAL INCOMING RESOURCES</b> | <b>54866.76</b>                       | <b>0.00</b>         | <b>54866.76</b> | <b>29130.63</b>  |
| <b>RESOURCES EXPENDED</b>       |                                       |                     |                 |                  |
| Wages                           | 11304.84                              | 1706.41             | 13011.25        | 12409.63         |
| Volunteer costs                 | 337.45                                |                     | 337.45          | 62.15            |
| Property expenses               | 8861.48                               |                     | 8861.48         | 927.00           |
| Outings, Trips and Functions    | 0.00                                  |                     | 0.00            | 0.00             |
| Refreshments                    | 613.01                                |                     | 613.01          | 28.51            |
| Administration                  | 2433.15                               |                     | 2433.15         | 2673.46          |
| Pabulum Café expenses           | 1089.90                               |                     | 1089.90         | 627.08           |
| Happiness Garden                | 240.28                                |                     | 240.28          | 204.43           |
| Property Improvements           | 0.00                                  |                     | 0.00            | 12489.20         |
| Miscellaneous costs             | 203.54                                | 944.10              | 1147.64         | 17000.00         |
| <b>TOTAL RESOURCES EXPENDED</b> | <b>25083.65</b>                       | <b>2650.51</b>      | <b>27734.16</b> | <b>46421.46</b>  |
| <b>NET INCOMING RESOURCES</b>   | <b>29783.11</b>                       | <b>-2650.51</b>     | <b>27132.60</b> | <b>-17290.83</b> |
| Transfers from Designated Funds | 0.00                                  | 0.00                | 0.00            | 0.00             |
| <b>NET MOVEMENT IN FUNDS</b>    | <b>29783.11</b>                       | <b>-2650.51</b>     | <b>27132.60</b> | <b>-17290.83</b> |
| <b>FUNDS BROUGHT FORWARD</b>    | <b>67383.51</b>                       | <b>3730.59</b>      | <b>71114.10</b> | <b>88404.93</b>  |
| <b>FUNDS CARRIED FORWARD</b>    | <b>97166.62</b>                       | <b>1080.08</b>      | <b>98246.70</b> | <b>71114.10</b>  |
| <b>REPRESENTED BY</b>           |                                       |                     |                 |                  |
| Barclays Community Account      |                                       |                     | 13644.31        | 13666.12         |
| Barclays Savings Account        |                                       |                     | 81287.37        | 51282.25         |
| HSBC Current Account            |                                       |                     | 796.37          | 4154.88          |
| Petty Cash                      |                                       |                     | 560.77          | 450.00           |
| Cash in Hand                    |                                       |                     | 56.88           | 10.85            |
| Wages Float                     |                                       |                     | 1901.00         | 1550.00          |
|                                 |                                       |                     | <b>98246.70</b> | <b>71114.10</b>  |

**1 ACCOUNTING POLICIES****Basis of preparation**

The financial statements have been prepared under the historical cost convention and assume that the Charity will remain a going concern for the foreseeable future.

**Fixed assets**

All expenditure on fixed assets is written off as a resource expended in the year that it is incurred.

**Taxation**

The Charity is not liable to pay tax on any surpluses generated. The Charity is not registered for Value Added Tax, and all figures shown in the accounts include this tax where appropriate.

**Pensions**

The Charity has complied with its obligation to offer a Workplace Pension Scheme. No employee has currently indicated that they wish to join such a scheme.

**Fund Accounting**

General Fund assets represent those resources which may be used towards meeting any Charity purposes at the discretion of the Trustees

Restricted Funds are resources which are to be applied for the specified purposes only.

Designated Funds are resources earmarked by the Trustees for specified future purposes to be applied at the Trustee's discretion

**2 OTHER FUNDS**

|                         | Balance<br>At 1/4/2021 | Income      | Expense     | Transfer        | Balance<br>At 31/3/2022 |
|-------------------------|------------------------|-------------|-------------|-----------------|-------------------------|
|                         | £                      | £           | £           | £               | £                       |
| <b>Restricted Funds</b> |                        |             |             |                 |                         |
| Admiral Nurses          | 1080.08                |             |             |                 | 1080.08                 |
| Home Visiting Service   | 2650.51                |             |             | -2650.51        | 0.00                    |
|                         | <u>3730.59</u>         | <u>0.00</u> | <u>0.00</u> | <u>-2650.51</u> | <u>1080.08</u>          |

### 3 GRANTS AND DONATIONS

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

A McDonald  
Abbeygate Garages  
J and K Darrell  
Doric Lodge 1193  
O Gaul  
Jarrols  
Marola's  
Needlecraft  
Norfolk Community Foundation  
Rachel's Zumba Class  
M Stevenson  
Unite the Union  
William D'Albini Rose Croix Chapter  
Windmill Surgery  
Wymondham Day Care Centre  
Wymondham Garden Centre  
Wymondham Lions

Special thanks to the families who lost loved ones during the year and gave Wymondham Dementia Support Group as their named charity.

## WDSG Chairman's Report to the 2022 AGM

At our AGM last year, the report of the trustees began with the words 'This has been a year like no other'. I have to say that this year has once again been like no other, as we tried to establish a safe way for our cafes to reopen after lockdown and to welcome back our members and volunteers.

This required a seemingly endless amount of planning by our two organisers Sarah Green and Deborah Anstee. On behalf of the trustees, I extend a big 'thank you' to them both for all their efforts in working to ensure that government guidelines were followed whilst gradually restarting activities and introducing new ones.

In 2020, Diane Jenkins was appointed to organise a new venture for our group – a Home Visiting Service. Unfortunately, this scheme could not proceed but we thank Diane for all her efforts during her time with us.

We are a small group of trustees, made even smaller during the year when Marie Lucas and Julie Sheldrake stood down. At the same time as thanking them both for all that they contributed while serving as trustees, I am very pleased to welcome Andrew Rackham and Brenda Groucott as new trustees. Our duties are to ensure that our charity is carrying out the purposes for which it was set up and to manage our resources responsibly. In thanking all our trustees for giving up their time to fulfil these duties, I must make special mention of Phil Whiscombe, our Honorary Secretary, and Mike Gibbins, our Honorary Treasurer, both of whom continue to undertake these key roles so professionally.

A large part of our success as a group is due to our dedicated band of volunteers, without whom we could not run our cafes and all of our other activities. It seems unfair to single out individuals as every one of you gives up your precious time in many ways, so my thanks to you all for your commitment and hard work.

It is with great pleasure that I extend my final 'thank you' to our Patron, Lady Dannatt, for her continued support, which is much appreciated by us all.

Ann Scott

Chair of trustees



**Patron – The Lady Dannatt MBE**

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

**14th October 2022**

**The accounts for the year ended 31<sup>st</sup> March 2022 cover a period when we returned to relative normality following the Covid restrictions. Fortunately, we have managed to survive financially and indeed we are in a very strong position.**

**Looking at the income headings in the accounts**

- Grants - we received £3591 from the Norfolk Community Foundation to cover costs during Covid affected periods.**
- Donations – The accounts figure of £44326 includes £27000 received when the Wymondham Day Care Centre closed. Angie continued with her various activities raising almost £1000 in total, Unite the Union gave us £800, Wymondham Garden Centre raised around £3500 from various sources, Rachels Zumba class raised £2050 and Olive Gaul's bingo sessions £1460. There were many other donations and collections in memory of members we lost during the year. Thanks to all concerned.**
- Fund Raising – “Step into Spring” contributed a further £4699 to add to the funds in last year's accounts - a total of over £6500**

**Looking at costs, we did not furlough our employees at any time as they were fully engaged in keeping members in contact and carrying out our activities on a remote basis when not allowed to be in person.**

**Costs continue to be well controlled, our main two costs are wages and hire of the Church Hall and these are fundamental to activities we offer. Admin costs were very low and there was no unexpected or unusual expenditure in the year.**

**Movements on other funds represent the costs for developing the Home Visiting Service which were covered by a grant from the John Laing Foundation. We did not use all of the initial £5000, and miscellaneous costs includes the return of £607.50 to the Foundation.**

**At the year-end we held £98246.70 in total funds, with only £1080.08 of this amount relating to restricted funds which will be passed over to the Admiral Nurses in due course. This represents an increase of £27133 on the previous year (basically the Day Care Centre money)**

**As I said the position is very healthy and reserves are unusually high due to two main factors, the £27000 referred to above and a legacy of over £36000 from William Peggall some 2-3 years ago. The Trustees will be looking to use these funds for the benefit of the members in the coming years.**

**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 Organisers' report from April 2021 to March 2022**

Following careful preparation, and a raft of risk assessments, it was great to open up our cafes in April 2021; although we had to start with limited numbers. Many thanks to Stephen and Richard who opened up each morning and took on extra duties including sanitising and making sure tables were suitably spaced.

Numbers attending the cafes increased as Covid restrictions eased albeit with a slight blip recently when several of our members and volunteers succumbed to Covid. Events and activities have been well covered in the Trustees report but we would like to add our thanks for everyone's patience and help as we got back to a more open café.

We were conscious of a general lack of confidence in getting back into the community and mixing with others after lock down. This was the driver for setting up our fundraising event, Step into Spring. The event was a good way of getting people out into the fresh air and feel a sense of purpose and of contributing to their Club and what a fantastic amount we raised.

We tried to add some fun events to our cafes to encourage a reassuring, interactive environment. It was so important for people to spend time with each other; fish and chip lunches was a great way of getting people to sit and eat in company.

Our goals moving forward are to keep our popular activities including crafts, games and singing plus of course the important carers meetings. We aim to keep introducing activities to get everyone involved. Stretch and relax seated exercises, run by Val, will encourage mobility and flexibility and the swimming sessions at Wymondham Leisure Centre will continue. Quizzes, bingo and musical memories also get everyone talking to each other.

We plan to go further afield with our outings as the world opens up and we all become more confident.

We want to work more closely with other agencies in the Community to promote our work and also benefit from available offers.

Thanks to all our volunteers and trustee for their hard work this year. While some charities have struggled we have been truly, well supported by the local community and our members. We are continually amazed by people's generosity and our thanks go to them as well.

Deborah and Sarah