

# OTLEY ACTION FOR OLDER PEOPLE ANNUAL REPORT 2019/2020



**Otley Action for Older People, Otley Older People's Welfare Centre  
Crossgate, Otley, LS21 3AA**

Registered Charity Number 1150684

Company Number 8224902

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## **Aims and Objectives as set out in the “Articles of Association”**

“The charity is established to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

- 1) To relieve poverty
- 2) To preserve and protect good health
- 3) To advance education; and
- 4) To promote the social inclusion of such people who are excluded from society because they are house-bound, or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the trustees deem fit”.

## **Background**

Otley Action for Older People (OAOP) is a long established and successful community-based organisation working on behalf of the older population of Otley, Pool and Arthington. Initiated in 1995 and granted charitable status in 1996. The original charity number was 1060379 and Otley Action registered with the Charity Commission at the time setting itself the clear objectives as listed in the original constitution.

OAOP is open to all people over 60 within the Otley, Pool-in-Wharfedale and Arthington areas. Otley Action for Older People is a member of the Leeds Neighbourhood Network Scheme (NNS) a network of voluntary sector organisations working with defined communities to identify and address local priorities and work in partnership with statutory services to support independent living for older people.

OAOP primarily targets activities and services to the needs of low-income older people, older people with disabilities and those threatened by or experiencing social exclusion. However, there is an open door policy and thus activities are open to those aged over 60, except where there are defined criteria.

The organisation is located in the north west of the Leeds Metropolitan District. Otley, Pool and Arthington are set within a rural area and are outside the Leeds Regeneration Area.

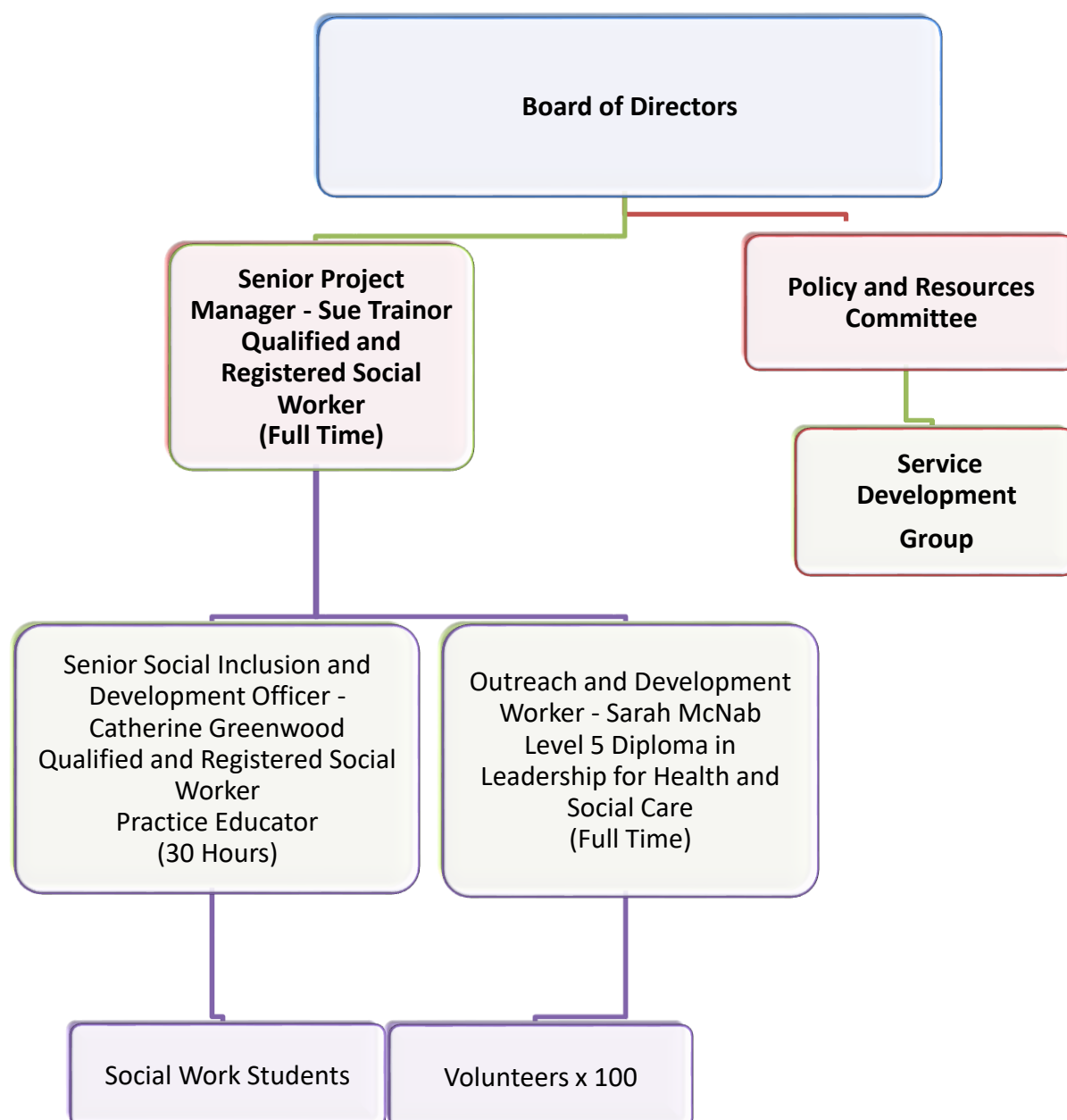
There are over 3000 older people living within Otley (that equates to approximately 24% of the population). 8% of these are over 75 and 2% over 85. Among the over 60s, 71% are owner-occupiers, 18% local authority rental and 11% other rental. High proportions are living alone (49% of our membership). OAOP currently has in excess of 1000 members registered on the database.

OAOP has three staff members to manage the workload of the charity. There are over 100 volunteers from a wide range of backgrounds and of varying ages and ethnicities. The volunteer workforce receive training and support and as such are competent and able in supporting our older people. The staff team organises, manages and oversees the volunteers and provides practical and emotional support to them and our members. Our Board of Directors, made up of local older people and members of the local community to ensure co-production in the development of services that are provided and decisions made, provides governance of the organisation. We value our members and actively seek feedback from observation and consultation. Consultation and feedback from members is integral to our improvement policies and this we actively seek.

As an organisation, we have a continual improvement philosophy and a desire to increase the quality of services and outcomes available to older people.

Otley Action for Older People (OAOP) provides activities and services for adults over the age of 60. The primary aims focus on social inclusion and equality. This is enacted by enabling reductions in poverty, increasing active participation and providing person centred support for people to live in their own homes for as long as possible.

Services include home visits, assessments, information and signposting, transport to hospital and doctors' appointments, wheelchair hire, shopping, lunch clubs, exercise classes, social groups and outings.



## **Board of Directors**

**2019/2020**

Ailsa Bearpark

Gill Chapman

Tim Dalby

John Eveleigh

Doris Gagen (Chair)

Nigel Gill

Pamela Gill

Frank Jordan (Secretary)

Pauline Padden

Stuart Page

Arthur Parslow (Treasurer)

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## Company Secretary

Sue Trainor

## Members

Pamela Calvert

## Board of Directors

Doris



Arthur



Tim



Pam



Nigel



John



Gill



Frank



Ailsa



Stuart



Pauline



### **Otley Action for Older People – Staff Team**

Project Manager	Sue Trainor	Qualified Social Worker
Senior Social Inclusion Worker	Catherine Greenwood	Qualified Social Worker
Outreach and Development Worker	Sarah McNab	Cert HE Health Studies Level 5 Diploma in Leadership for Health and Social Care

### **Social Work students on placement in 2019/2020**

Sue Dezso	Final Year BA Honours University of Bradford	Passed
Neil Thomas	Second Year BA Honours University of Bradford	Passed
Leah Hunter	Second Year BA Honours Leeds Beckett University	Passed
Tasmia Hayat	Second Year BA Honours University of Bradford	Passed
Ikra Khan	Second Year BA Honours University of Bradford	Passed
Leah Galley	Second Year BA Honours Leeds Beckett University	Passed

## **Volunteers**

We have an excellent team of registered volunteers ranging in age from 21 – 93! With a wealth of experience from just about every background, you can think of, our volunteers demonstrate care and commitment to the older people of Otley, Pool and Arthington as they run a myriad of services for OAOP. There are currently over 100 volunteers registered with Otley Action.

Our volunteers work as:

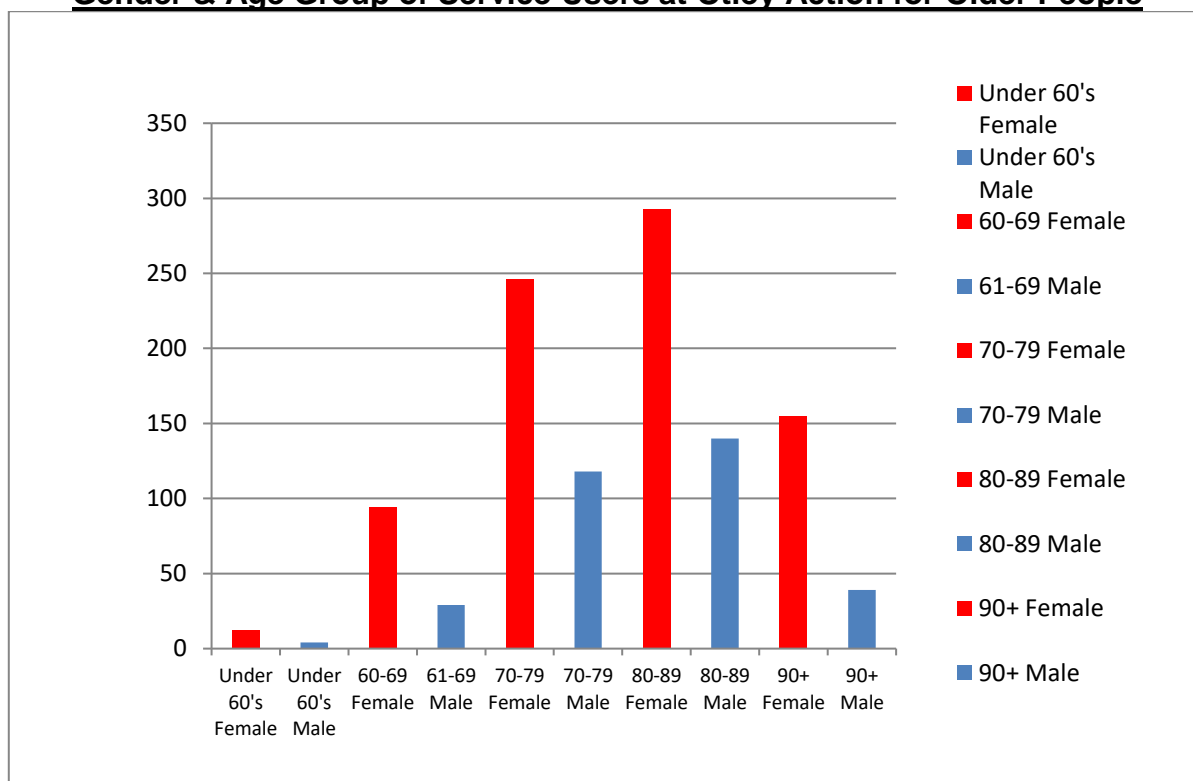
- Directors
- Lunch club helpers
- Befrienders
- Minibus Drivers
- Minibus Escorts
- Group and Activity helpers
- Car Scheme Drivers
- Leaders and Helpers of Groups such as tai-chi, Zumba, Chair based exercise etc.
- Admin and office Support
- Fundraisers
- Providing support at appointments, such as dentist, doctor, hospital, optician etc.
- And many other ways to help our members.

Our volunteer workforce is fundamental to the work that we do and without them Otley Action would not be the force that it is. No one, especially the volunteers, should under estimate the value of his or her work and dedication. Due to their long-term commitment, Otley Action has grown steadily over the years. As a result, we can help hundreds of older people to maintain their independence. Thank you!

## Otley Action Members

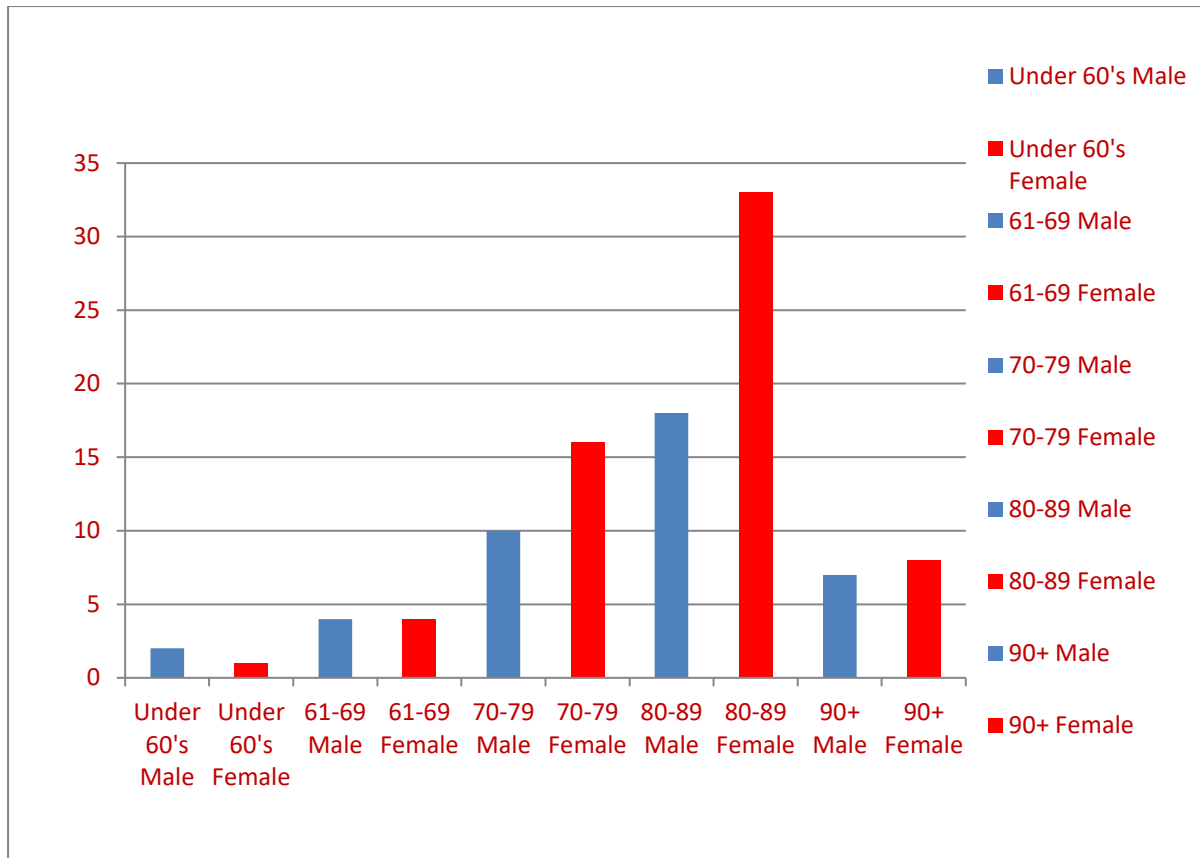
In March 2020, we had 1130 members registered with Otley Action. There were 800 women and 330 men. Of these members there were 73 women and 35 men registered with Memory Loss.

### Gender & Age Group of Service Users at Otley Action for Older People



### Gender of Service Users at Otley Action for Older People with Memory Problems





## **Chair's Remarks**

This has been a year of many challenges. Particularly, the last 8 weeks of the year when the impact of the pandemic took hold. I was not in the office at all due to falling in to the 'vulnerable' category. However, I kept in touch and rang some of our members from my home every week.

Prior to that, the year had gone very well. The plans for the building renovations went ahead in cooperation with Otley Old People's Welfare Committee. The work should be commencing shortly in the coming year.

Our number of members continues to increase, which is very good news as it demonstrates we are doing our job properly within the community. The events and weekly groups that we ran were all well attended, and we hope they will be again when life returns to some sense of normality and we can re-launch all our activities. I do imagine things will be slightly different in the future though and we will rise to those challenges.

We have had some very good students during the year, and I am sure they have benefitted from their time and experiences with us, providing vital knowledge to help them in their future careers as social workers.

As usual, Sue, Catherine and Sarah have been working hard, supported by a fantastic group of volunteers, which is a good omen for the future.

This was my last year as chairman; however, I will continue to serve Otley Action for Older People as a member of the Board of Directors. I wish my successor the best of luck in their new role and I hope the organisation will benefit from our cooperation in the years to come.

**Doris Gagen.**

## **Project Manager's Report**

This year has clearly been a tale of two halves and something of a roller coaster of a ride – In 2019; we focused much of our energies on our vision of creating an Older People's Hub in the centre of Otley. As plans and funding were falling into place, we eagerly anticipated the start date of the extensive building works commencing in spring/summer 2020. This partnership project between the OOPWC and OAOP had been a long time in the planning, over three years to be precise. This well overdue project had architects, builders and funders raring to go. Whilst the project would cause a substantial amount of upheaval, all were ready for what was to come knowing that the benefits would far outweigh any inconvenience. However, as we moved closer and closer towards our vision no one could have anticipated what 2020 had in store for the world and how this would affect every one of us. As the Corona virus spread around the globe, it was not too long before the unbelievable happened and we had to support the social isolation of our older people in the name of safety.

In March 2019 life as we know it changed dramatically for Otley Action once government restrictions banned group gatherings and social distancing was introduced. The very older people that we were supporting and protecting from loneliness and social isolation were on the front line and most at risk. Not only were they at risk from catching the deadly virus but also from social isolation. Overnight Otley Action had to adapt to new ways of working and new ways of supporting our older people. We cancelled all group activities and many of our older volunteers were self-isolating to ensure they stayed safe. In March 2020, Otley Action formed many new alliances as everyone rallied round to ensure that our communities remained safe. Otley Action, Otley Town Council, Otley Courthouse, Churches Together and the Food Bank responded rapidly to the crisis and put new mechanisms in place to offer that helping hand to those in need. This was followed closely by the LCC response again working with the Voluntary Sector, NHS and volunteers from our local communities. As a long established and experienced voluntary sector organisation Otley Action became the Community Hub for the Otley and Yeadon ward providing vital support where needed. Leeds City Council recruited many new temporary volunteers and Otley Action had the job of matching them to the jobs at hand and trialling the new mechanisms that were in place.

The staff team as ever rose to the challenge juggling their own personal family obligations with the challenges of their new role. Many thanks to Catherine and Sarah who have managed to rise to and master everything thrown at them with grit and determination. Not to mention the many Otley Action volunteers who have not only stepped up into new roles but have embraced them.

As I write, we are still in the grip of the pandemic and no one can say when life will return to normal.

Otley Action will continue to adapt in the coming months and years and support the older people as necessary. In the meantime, as soon as the lock down is relaxed and the builders are able to proceed it will be full steam ahead ensuring The Older People's Hub is there ready and waiting when it is time to emerge from these difficult times.

Sue Trainor  
**Project Manager**

## **Otley Action Activities**

### **Regular Services and Activities from 01/04/2019 – 15/03/2020**

#### **Advice and Information**

Registration of members  
Support for Individuals &  
community groups  
Signposting and referrals  
Newsletters

#### **Transport and Mobility**

OAOP minibus transport  
Volunteer Car Scheme  
Wheelchair and  
equipment loan  
Assistance to  
appointments

#### **Social Activities**

Memory Café, Bingo,  
Choir, Art Class, Parents,  
Tots and Seniors, Lunch  
clubs, Monday Group,  
Wednesday and Friday  
Social Groups, Monthly  
Quiz, Coffee mornings,  
trips and outings, Annual  
Holiday, Fish and Chip  
delivery service

#### **Practical Help**

Shopping trips  
Gardener vetting service  
Contractors list  
Care and Repair referrals  
Volunteering  
IT and technical support  
Picking up prescriptions

#### **Social Care**

Home visiting and  
assessments  
Befriending  
Telephone contact  
Blue badge  
Bus Passes  
Attendance allowance  
applications  
Housing support  
Form filling and financial  
queries

#### **Health Activities**

Tai Chi classes  
Zumba Gold classes  
Winter indoor bowls  
summer outdoor bowls  
Leg Club  
Walking netball

## Regular Groups and Activities

Day	Activity	Venue	Time	Clients per week (Average)
Monday	Bingo	Downstairs in the Labour Rooms	1.30 pm	20
Monday	Monday Social Group	Various Locations	10.30/2.00 pm	10
Monday	Tai-Chi	Wharfedale Court	10.00 am	9
Tuesday	Otley Luncheon Club	Over 60's Welfare Club	12.30 pm	30
Tuesday	Art Class	Over 60's Welfare Club	2.30pm	20
Wednesday	Walking Netball	Prince Henry's	5pm	10
Wednesday	Indoor bowling	Otley Methodist church	10am	15
Wednesday	Fish and Chip Delivery	Otley members	1.00 pm	8
Wednesday	Leg Club	Over 60's Welfare Club	1.30 pm	20
Wednesday	Pool Luncheon Club	Wharfedale Court	12.30 pm	25
Thursday	Choir	Downstairs in the Labour Rooms	11.00 am	15
Thursday	Otley Lunch Club	Otley Methodist Church	12.00 pm	40
Thursday	Parents, tots and seniors	Over 60's Welfare Club	1.30 pm	12
Thursday	Tai-chi	Otley Methodist Church	2.00 pm	20
Friday	Friday Diners	Various	1.00 pm	12
Friday	Zumba Gold	Otley Methodist Church	1.15 pm	30

## Otley Action for Older People Monthly Group Schedule (April 2019 – March 2020)

Day	Activity	Venue	Time	Clients per session
4 <sup>th</sup> Monday of the month	Quiz and Buffet Lunch	Over 60's Welfare Club	12.30 pm	25
2 <sup>nd</sup> Monday of the month	Memory Lane Lunch	Over 60's Welfare Club	12.00 pm	12

## **What happened in 2019/2020 before the pandemic?**

### Trips and outings

Throughout the year Otley Action run a wide range of trips and outings. These included:

Parcevall Hall and Botanical Gardens, Skipton Canal Lunch Cruise, Lunch at Dick Hudson's, Lunch at Harewood Arms, Yorkshire Wildlife Park, Lunch at the Sun Inn, Lunch at Wetherby Whaler, Kettlewell Scarecrow Festival, Ilkley Cinema, Picnic at Golden Acre Park, Minibus trip to the Lake District, Shopping trip – Booths Ilkley, Tong Garden Centre Café and shopping, Lunch at Miller and Carter Steakhouse – Horsforth, Whitecross Festive Lunch – Guiseley, Old Spring well Festive Lunch – Harrogate, Lord Mayors Carol Concert and Leeds Christmas Lights, Millstones New Year Lunch, Wharfedale View Restaurant – Yeadon, Pantomime- Cinderella, York designer outlet, Lunch at Murgatroyds fish and chip restaurant, Lunch at Mackenzie's Smokehouse.

### 75<sup>th</sup> Anniversary of D-Day and the Battle of Normandy

War hero and old veteran Sydney Bell aged 96, was invited to Normandy in June 2019 as an honorary guest on an all-expenses paid trip to the 75<sup>th</sup> Anniversary of D-Day. . Sydney was unable to take the trip alone so approached Otley Action to see if we knew of anyone who would be able to accompany and support him. Derek Guyers, a relative of our Outreach and Development Worker, stepped forward and once introduced the two got on famously due to a shared interest in WW2. This trip of a lifetime was a huge success and both thoroughly enjoyed their time in France returning with many happy shared memories.

### Fashion Show

On the 18<sup>th</sup> of April 2019, we held a fashion show at M & Co in Otley. The staff team volunteers and young children modelled clothing on the night. Over 50 people attended the event enjoying wine and canapés on arrival. We raised over £350 for the building fund.

### Connecting at the Weekend

Otley Action received a second grant from Time to Shine in January 2019. The funds are for a 'Connecting at The Weekend' project. The Connecting at the Weekend project is part of the Time to Shine legacy and is a network building scheme for groups of older people who live alone, and who would otherwise be at risk of not seeing or speaking to a soul all weekend. Providing contact and friendship through visits and refreshments at local people's homes. In the last 12 months, the project has gone from strength to strength. Throughout the year there have been four smaller weekend tea parties and six large weekend tea parties and a further ten weekend trips. To date we have paired up three service users and three volunteer befrienders who are visiting out of hours. One visit in particular was on Christmas day and involved the volunteer bringing the service user to their home for Christmas dinner.

### Assisted Holiday

As part of the "Connecting at the Weekend" project, we ran a short stay trip to the Bridge Hotel in Wetherby. The trip was support by the Outreach and Development Worker and one of our volunteer mini-bus drivers. Feedback from the mini break was very positive. Good food, a jaunt to the coast, farm shop cafes, fish and chips and good company were all part of the itinerary.

### Digital Inclusion

Our Social Work Student Leah Hunter started a digital inclusion project in response to the needs and requests of our service users. The project aimed to educate and inform service users on how to access their devices and use them with competence and confidence. Over all, Leah had seven individuals access the service. She provided 1-1 support either in the office or at their home if appropriate. The sessions ran from 30 minutes to 90 minutes and she tailored them to the individual's needs. Leah also ran introductory sessions to a website called 'online centres network', which focuses on digital inclusion and provides online modules on everything from using a mouse and keyboard to online applications and online shopping. The sessions have allowed service users to access their emails, which have therefore allowed them to keep in contact with friends, family and with services. Many service users accessed the support so that they could keep in touch with loved ones who do not live close through skype, social media and text message. This has allowed service users to maintain relationships and improve the quality and quantity of their communication. The service user feedback from the support provided has been very positive and appreciative.

### The 1940's Tea Party

We held a 1940's tea party on Sunday 30<sup>th</sup> June 2019 at the Older People's Welfare Centre. Over 50 older people attended with all the guests thoroughly enjoying themselves. We managed to raise £200 towards the building fund after costs.

### Art Class

Our relaunched Art Class started on Tuesday the 1<sup>st</sup> of October. A professional art teacher, Jude Eldridge and volunteer Andy Scott supported the class during the first two months. Once the class became established, Andy Scott took over as the participants particularly enjoyed his style of teaching. Otley Old People's Welfare Centre is the venue used for the classes and on average 20 people attended every week.

### Walking Netball

Walking Netball commenced on the 18<sup>th</sup> September. The age range of participants was 55-75 with attendees sharing happy memories of when they used to play many years before. In the early weeks, attendance was between 25-30 people but numbers fell and settled to 8-15. In the New Year, we had a fantastic core group of people attending every week. We hope to get the class up and running again when group activities can re-commence.

### Monday Zumba

Our Friday Zumba class has been going from strength to strength, however, unfortunately, the Monday Zumba group started to see a decline in numbers. As a result, Otley Action ceased to run the class from the end of September 2019. Our Zumba Instructor, Jenny, continues to run the group independently at a different venue. Otley Action continue to refer people to the class alongside the Friday class.

### Walking Football

“Your Backyard” a local Community Interest Company approached Otley Action as they had successfully obtained some funding to run taster session of walking sports. Otley Action agreed to participate and hosted a 6-week walking football group from November – December 2019. We held the sessions at The Methodist Church in Otley and opened the sessions to both men and women.

### Mindfulness Training

“Health for All” launched a series of mindfulness sessions in October 2019 and asked Otley Action if they would like to host a short course. The Mindfulness sessions were free of charge and ran for six weeks at Otley Core from the 18th October 1-2.30pm. Kate McIver the founder and facilitator delivered the course to a group of our members teaching vital skills and tools to help people manage stress and anxiety. Feedback from the sessions demonstrated that participants enjoyed and benefited from the experience.

### Woodside Band Concert

The Woodside Big Band performed at Otley Methodist church on the 18<sup>th</sup> October 2019 to a crowd of 70 people. The event was both a fundraiser and had great entertainment value. We managed to raise around £300 at the event. Everyone enjoyed the big band sounds from the likes of Glen Miller and Count Basie.

### Christmas Party in Pool

We received a grant of £250 from Pool Parish Council to hold a Christmas Party in Pool this year. We have around 100 registered members that live in Pool and invitations to the Christmas Party went to all. The Methodist Church in Pool hosted the party and we had over 40 people attend that enjoyed good food, entertainment, bingo and a visit from Santa!

### COVID-19 Pandemic

We entered an unprecedented period of uncertainty in March 2020 as lockdown restrictions banned groups of people meeting and coming together. On the 11<sup>th</sup> March, the World Health Organisation declared the Coronavirus outbreak a pandemic. Following the announcement, it was recommended that people over the age of 70 self-isolate, avoid any unnecessary travel and to remain at home as much as possible.

These implementations saw a huge change in the support the staff and volunteers at Otley Action for Older People could offer to our members, and in the support our members needed.

In line with government guidelines, we tentatively suspended all group activity on the 16<sup>th</sup> March 2020, until further notice. On the 20<sup>th</sup> March, we cancelled all home visits and office drop-ins.

Otley Action’s key aims are to reduce social isolation and promote health and well-being, to improve people’s quality of life. The new guidance and restrictions put more people than ever at risk of social isolation, and thus at risk of the detrimental impact, it can have on people’s physical and mental health. It was important that Otley Action continue their mission to reduce feelings of loneliness and isolation and promote health and well-being, whilst also adhering to the restrictions in place.

We immediately began to respond to requests for help with shopping and picking up prescriptions. We worked in partnership with Otley Town Council and Otley Courthouse to create and distribute a leaflet to the whole population of Otley. The leaflet advised people to contact OAOP, OTC or the Courthouse should they need any help or support. This saw an influx of people self-referring to Otley Action and joining as members.



At this point we saw an 8% increase in our membership database, with over 70 new members joining in the space of 3 weeks.

We were contacted a week later by Leeds City Council and asked to become one of their Lead Partners in co-ordinating the relief work in response to the Pandemic. LCC set up a Coronavirus helpline that people in the City, of all ages, could ring and ask for support. Otley Action became the Hub for Otley and Yeadon responding to all requests received via the Leeds City Council helpline.

Otley Action's remit altered dramatically once lockdown restrictions were in place. In addition to supporting over 60's in Otley, Pool and Arthington, we took on responsibility for part of Yeadon and people under 60, through the LCC referral process.

We began to offer the following services for people over the age of 60 in Otley, Pool and Arthington:

- A telephone contact scheme
- Assistance with shopping
- Assistance with picking up prescriptions
- Referrals to Otley Food Bank
- One to one over the phone support
- Fish and chip delivery service - every Tuesday, Wednesday and Thursday
- Signposting / referrals to other services

The following services were available to individuals referred through LCC:

- Assistance with shopping
- Assistance with picking up prescriptions
- Telephone contact
- Delivering food parcels
- Delivering food vouchers

We are now looking forward to the future with renewed grit and determination in spite of all that has happened in the first part of 2020. We want to know what the impact of lockdown and the pandemic has had on our members and how we can best support them moving forward. With this in mind, we will be reintroducing them to the outside world in a safe and manageable way in 2020/2021..

## **Otley Action Finance – Fundraising and Donations**

**Leeds City Council** – Otley Action for Older People have a five year contact with Leeds City Council which runs until 30<sup>th</sup> September 2023. (£76,000)

**Abbey House** – A donation was received from Abbey House for £500 on the 5<sup>th</sup> April 2019.

**Otley Town Council** – A grant of £798.99 was awarded to Otley Action for Older People on 10<sup>th</sup> April 2019 for a new laptop and tablet as part of the Digital Inclusion project.

**The Vegetarian Society** - £200 was awarded on 9<sup>th</sup> May 2019 to run a free vegetarian lunch at our Thursday lunch club.

**Leeds City Council** – Contributed £250 of MICE Money on 21<sup>st</sup> May 2019 for the re-launch of the Otley Action Art Classes.

**Awards for All** - £9,300 grant was awarded towards 'Developing the Hub' on 7 June 2019.

**Ann Anderson** - £500 was raised at the funeral of Ann Anderson, a long standing Otley Action volunteer. This was received on 14<sup>th</sup> June 2019.

**Leeds City Council** - £250 was awarded to Otley Action on 1<sup>st</sup> July 2019 to contribute to the costs of our Pool Christmas Party.

**Newstead and Walker** - £1,000 was received from Newstead and Walker on 11 July 2019.

**Sports England** - £2,156 grant awarded to Otley Action for Older People on 2<sup>nd</sup> August 2019 to launch a walking netball project.

**International Day of Older People** – Awarded Otley Action £200 on 2<sup>nd</sup> September 2019 to hold 'The Big Consultation Event' on October.

**Peter Hart** - £1,000 was donated to Otley Action on 23<sup>rd</sup> October 2019 by the son of Edna Hart – a longstanding member of Otley Action.

**The Rotary Club** – Donated £500 to Otley Action for Older People on 28<sup>th</sup> January 2020.

**Cynthia Salisbury** – A long standing member of Otley Action, Cynthia donated £1,000 on 13<sup>th</sup> February 2020 towards the costs of the building renovations.

**WG Edwards Charitable Foundation** – Otley Action successfully applied for a grant of £1,000 towards the 'Home Visiting and Befriending Project' and this was received on 24<sup>th</sup> February 2020.

**WM Sinclair and Sons** – Donated £2,000 on 26<sup>th</sup> March 2020 in response to a fundraising campaign launched by Otley Action during the Coronavirus Pandemic.

**Rita Walter** – Rita Walter, also a long standing member of Otley Action, donated £3,365 over the year towards charity costs and the cost of a new oven.

**Anne Balchin** – Ann Balchin, an Otley Action volunteer, donated £2,500 over the year towards the building renovations costs.

**OTLEY ACTION FOR OLDER PEOPLE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

	<b>2020</b>		<b>2019</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>				
Grants, Donations and Fundraising		131,372		107,866
Fees and Charges		8,967		8,031
Contributions to Activities		23,330		28,016
Luncheon Club		16,920		14,307
Community Car Scheme		1,768		1,388
Bank Interest		1,560		1,397
Social Work Placements		4,800		6,800
Employers Allowance		3,000		3,000
Insurance Claim		<u>-</u>		<u>500</u>
<b>Total Income</b>		<u>191,717</u>		<u>171,305</u>
<b>Expenditure</b>				
Office and Room Rent	10,000		11,158	
Light and Heat	1,309		1,433	
Subscriptions	134		497	
Telephone		1,884		1,694
Printing, Stationery & Postage	1,733		924	
Insurance	672		586	
Repairs & Renewals	2,247		4,729	
I T Support		3,123		2,417
Independent Examination	1,914		1,842	
Professional Fees/Consultancy	4,555		4,680	
Miscellaneous	536		43	
Publicity	<u>2,402</u>		<u>2,568</u>	

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		30,509	32,571	
Minibus & Van Expenses	8,848		8,185	
Trips, Social Events & Activities	19,315		17,157	
Luncheon Club	<u>14,702</u>		<u>19,448</u>	
		42,865		44,790
Salaries	73,090		65,444	
Employers National Insurance	6,516		5,545	
Pension Contributions	18,964		17,820	
Payroll Fees	476		472	
Training	1,288		735	
Volunteer Expenses	3,631		3,123	
Childcare Costs	1,150		3,056	
DBS Checks	<u>166</u>		<u>120</u>	
		105,281		96,315
Depreciation			10,449	10,721
		<u>          </u>	<u>          </u>	
<b>Total Expenditure</b>		189,104	184,397	
		<u>          </u>	<u>          </u>	
<b>Net Surplus/ (Deficit) for the Year</b>		2,613	(13,092)	
Funds Brought Forward		<u>184,341</u>	<u>197,433</u>	
<b>Funds Carried Forward</b>		186,954	184,341	
	<u>          </u>	<u>          </u>		

**OTLEY ACTION FOR OLDER PEOPLE**

**DIRECTORS' REPORT AND UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

# OTLEY ACTION FOR OLDER PEOPLE

## ACCOUNTS

*FOR THE YEAR ENDED 31 MARCH 2020*

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# OTLEY ACTION FOR OLDER PEOPLE

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Directors**

John Eveleigh  
Doris Gagen  
Pamela Gill  
Arthur Parslow  
Ailsa Bearpark  
Nigel Gill  
Gillian Chapman  
Frank Jordan  
Timothy Dalby  
Pauline Padden  
Stuart Page

**Secretary**

Susan Trainor

**Charity number**

1150684

**Company number**

08224902

**Registered office**

Otley Old Peoples Welfare Centre  
Crossgate  
Otley  
West Yorkshire  
LS21 3AA

**Independent Examiner**

Kevin J Meddings MAAT  
Stuart B Lodge & Co  
44 Bradford Road  
Idle  
Bradford  
West Yorkshire  
BD10 9PE

**Bankers**

Yorkshire Bank  
10 Kirkgate  
Otley  
West Yorkshire  
LS21 3HJ

Virgin Money plc  
NEA3780  
Newcastle Upon Tyne  
Tyne and Wear  
NE3 4ZE

The Charity Bank Ltd  
Fosse House  
182 High Street  
Tonbridge  
Kent  
TN9 1BE

# OTLEY ACTION FOR OLDER PEOPLE

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2020

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The trustees present their report and accounts for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association and constitution, the Companies Act 2006 and the Charities Act 2011.

### Structure governance and management

The charity is a company limited by guarantee and was incorporated on 21 September 2012. The charity was registered with the Charity Commission on 4 February 2013.

The directors who served during the year were:

John Eveleigh  
Doris Gagen  
Pamela Gill  
Arthur Parslow  
Timothy Dalby  
Ailsa Bearpark  
Nigel Gill  
Gillian Chapman  
Frank Jordan  
Pauline Padden  
Stuart Page

Appointment of Directors:

The charity may by ordinary resolution:

1. Appoint an existing member who is willing to act to be a director; and
2. Determine the rotation in which any additional directors are to retire.

No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1. He or she is recommended for re-election by the directors; or
2. Not less than 14, no more than 35 clear days before the date of the meeting; the charity is given a notice that:
  - a. Is signed by a member entitled to vote at the meeting;
  - b. States the member's intention to propose the appointment of a person as a director.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

All directors have voting rights.

### Organisational Structure

Otley Action for Older People is managed by the directors in accordance with the Constitution and Memorandum and Articles of Association. The directors meet on a regular basis every 6 weeks with the Annual General Meeting held each year.

All decisions other than routine day-to-day planning and project management decisions are brought before the directors for discussion and ratification. The staff team report to the directors through regular written reports. There is a supervision structure within the staff team. The work of the organisation is also undertaken in keeping with our written policies (see below) and the conditions laid down by our various funders.



# OTLEY ACTION FOR OLDER PEOPLE

## DIRECTORS' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2020

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### Relationships:

Otley Action for Older People is a member of the Leeds Neighbourhood Network Scheme, a unique network of voluntary sector organisations working with defined communities to identify and address local priorities and work in partnership with statutory services to support independence for older people.

Otley Action for Older People works with Leeds Adult Social Care and other organisations to provide a diverse range of preventative health and social services that address the needs of local older people.

The organisation also supports and works with a number of local community organisations including Otley Courthouse, Otley Film Society, Otley Over 60's Club, Otley Blind Group and local churches.

The directors have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

### Objectives and activities

The charity's objects are to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty.
2. To preserve and protect good health.
3. To advance education.
4. To promote the social inclusion of such people who are excluded from society because they are house-bound or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the directors deem fit.

The directors have complied with their duty to have due regard to guidance published by the Charities Commission with particular reference to the advancement of education and health and the relief of poverty. This is outlined further below.

For the most part of this particular financial year, it was business as usual as Otley Action continued to provide essential services to the older people of Otley, Pool and Arthington. Our volunteer base has been strong with over 100 volunteers supporting us; they really are a formidable force and the backbone of what we do. Group and activity work has seen existing groups thrive and new ones such as Connecting at the Weekend, walking netball and a mindfulness-training course emerge.

The refurbishment of the Older People's Welfare Centre in partnership with Otley Old People's Welfare Committee has been top of our agenda for almost three years. Our fundraising efforts have paid off with money received or promised from Screwfix, The Wolfson Foundation and Otley Town Council via a Public Works Loan. We have been particularly pleased with the progress this year and are now anticipating a 2020 renovation project. Once complete Otley Action will have a ground floor office space and reception with full disabled access.

It was in March 2020 when Otley Action and the rest of the UK went into lockdown because of the coronavirus pandemic. All group activity ceased and older people had to self-isolate, as they were the most vulnerable. Otley Action staff worked tirelessly throughout the crisis with a limited number of volunteers supporting the local older community. As the newly appointed hub for Leeds City Council for Otley and Yeadon Otley Action were on the front line supporting the local communities in response to Covid19. The ramifications of this pandemic are likely to affect how Otley Action and the older people interact with the outer world for many years to come.

# OTLEY ACTION FOR OLDER PEOPLE

## **DIRECTORS' REPORT (continued)** **FOR THE YEAR ENDED 31 MARCH 2020**

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### **Policies**

These are policies we have reviewed this year:-

Accessible Information Policy documents  
Bullying and Harassment Policy documents  
Complaints and Compliments Policy and Confidentiality Policy  
Data Protection Policy documents  
Disciplinary Policy documents  
Environment Policy documents  
Equality and Diversity Policy documents  
Financial Standing Order and Reserves Policy documents  
Grievance Policy  
Health and Safety Policy documents  
Lone Worker Policy documents  
Needs Risk and Support Planning  
Safeguarding Vulnerable Adults  
Training Policy documents  
Volunteering Policy documents  
GDPR Policy

### **Financial Review**

The organisation made a small surplus of £2,613 (2019 - a deficit of £13,092) in this financial year.

The core activities of the organisation incurred a deficit of £3,951 after charging depreciation of £10,449.

The total reserves of the organisation at 31 March 2020 amounted to £186,954

Of this £19,929 relates to specific restricted funded projects and is due to be spent in the 2020/21 financial year. General reserves amounted to £72,732 and are available to support current ongoing work of the organisation.

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2020 had a balance of £14,293 and had been established to support the costs of running the Minibus.

The main risks that the organisation is subject to are covered through our insurance policies. There are, however, a number of risks which we cannot insure against including withdrawal or cessation of funding from outside bodies and the need to cover employee redundancy terms. It is, therefore, the policy of Otley Action for Older People to hold back a part of our resources as reserves to allow us to meet our obligations in the event of unexpected circumstances.

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs which is approximately £94,500. At the beginning of the financial year the balance on this fund was £80,000 and the directors have maintained this fund at this level at least for the foreseeable future.

### **Investment Policy**

Short term funds are placed in deposit accounts to maximise the Charity's income.

# OTLEY ACTION FOR OLDER PEOPLE

## **DIRECTORS' REPORT (continued)** **FOR THE YEAR ENDED 31 MARCH 2020**

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### **Plans for the Future**

We are looking forward to the future with renewed grit and determination in spite of all that has happened in the first part of 2020. We want to know what the impact of lockdown and the pandemic has had on our members and how we can best support them moving forward. With this in mind, we will be reintroducing them to the outside world in a safe and manageable way.

What is exciting is looking forward to the grand re-opening of the Older People's Welfare Centre in January 2021 once the refurbishment is complete. We anticipate that the new Hub will be a warm and welcoming space where older people will be able to come together to once again socialise and meet with their friends. Otley Action with its ground floor office space will also welcome members of the public providing valuable advice, information and support in a plush new space. The new state of the art community facility will have the wow factor and will be most welcome by all that have frequented it prior to the pandemic. This really will be a year to remember.

### **Statement of Directors Responsibilities**

The directors of Otley Action for Older People are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

..... Director

Dated:

# INDEPENDENT EXAMINERS REPORT

## TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

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I report on the accounts of the charity for the year ended 31 March 2020 which are set out on pages 4 to 14.

### **Respective responsibilities of director and examiner**

The directors of Otley Action for Older People are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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 you as 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 matter has come to my attention:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

### **Kevin J Meddings MAAT**

Stuart B Lodge & Co  
44 Bradford Road  
Idle  
Bradford  
West Yorkshire  
BD10 9PE

Dated:

# OTLEY ACTION FOR OLDER PEOPLE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Note	General Fund £	Designated Fund £	Restricted Funds £	2020 £	2019 £
<b>Income</b>						
Donations and Legacies	2	17,084	-	5,600	22,684	13,424
Investment Income		1,560	-	-	1,560	1,397
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		18,644	-	5,600	24,244	14,821
Income from Charitable Activities	3	108,428	9,525	49,520	167,473	156,484
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Income</b>		127,072	9,525	55,120	191,717	171,305
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure</b>						
Charitable Activities	4	141,312	8,848	38,944	189,104	184,397
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenditure</b>		141,312	8,848	38,944	189,104	184,397
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Income/(Expenditure)</b>						
<b>Net movement in funds before transfers</b>		(14,240)	677	16,176	2,613	(13,092)
Transfer between funds		10,289	-	(10,289)	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Income/(Expenditure)</b>						
<b>Net Movement in funds after transfers</b>		(3,951)	677	5,887	2,613	(13,092)
<b>Total funds brought forward</b>		76,683	93,616	14,042	184,341	197,433
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		72,732	94,293	19,929	186,954	184,341
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# OTLEY ACTION FOR OLDER PEOPLE

## BALANCE SHEET AS AT 31 MARCH 2020

	Notes	General fund	Designated funds	Restricted funds	2020 Total funds	2019 Total funds
<b>Fixed Assets</b>	7	-	-	-		10,449
<b>Current Assets</b>						
Cash at Bank and in Hand		74,682	94,293	19,929	188,904	180,842
<b>Total Assets</b>		74,682	94,293	19,929	188,904	191,291
<b>Creditors: Amounts Falling Due Within One Year</b>	8	(1,950)	-	-	(1,950)	(6,950)
<b>Total Assets less Current Liabilities</b>		72,732	94,293	19,929	186,954	184,341
<b>The Funds of the Charity</b>						
Restricted Funds	10	-	-	19,929	19,929	14,042
Unrestricted Funds						
Designated Funds	11	-	94,293	-	94,293	93,616
General Fund		72,732	-	-	72,732	76,683
<b>Total Charity Funds</b>		72,732	94,293	19,929	186,954	184,341

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on

.....

Director

**Company Registration No: 08224902**

# OTLEY ACTION FOR OLDER PEOPLE

## STATEMENT OF CASHFLOWS AS AT 31 MARCH 2020

	Notes	2020 £	2019 £
<b>Cash used in operating activities</b>	13	6,502	(7,863)
<b>Cashflow from investing activities</b>			
Interest income		1,560	1,397
		<hr/>	<hr/>
Increase/(decrease) in cash equivalents in the year		8,062	(6,466)
Cash equivalents at the beginning of the year		180,842	187,308
		<hr/>	<hr/>
<b>Total cash equivalents at the end of the year</b>		188,904	180,842
		<hr/>	<hr/>

# OTLEY ACTION FOR OLDER PEOPLE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

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### 1. Accounting Policies

#### a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the resources available to the charity, the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

#### b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities when receivable.

Fees and charges, income from activities and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

#### c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

#### d. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Tools and Equipment	4 years
Office Equipment	4 years
Motor Vehicles	4 – 10 years

#### e. Taxation

As a registered charity the association benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.



# OTLEY ACTION FOR OLDER PEOPLE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

### f. Pensions

The charity contributes to deferred contribution pension schemes for all of its employees.

### g. Fund Accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the directors if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used.

## 2. Donations and Legacies

	2020 £	2019 £
Donations:		
Mr W M Sinclair	2,000	1,000
Legacy from the Estate of Edna Hart	1,000	-
Trustees of Abbey House Settlement	500	500
The Rotary Club of Otley	500	500
Funeral of Ann Anderson	500	-
Miss L Hodgson	-	1,000
Estate of the late Delphine Maw	-	500
Heineken UK – Neighbourly	-	500
Sundry Donations and Fundraising	18,184	9,424
	<hr/>	<hr/>
	22,684	13,424
	<hr/>	<hr/>

## 3. Income from Charitable Activities

	General £	Designated £	Restricted £	2020 Total £	2019 £
Grants for unrestricted purposes	76,690	-	-	76,690	67,080
Grants for restricted purposes	-	558	31,440	31,998	27,362
Contribution to Activities	23,938	-	1,160	25,098	29,404
Fees & Charges	-	8,967	16,920	25,887	22,338
Social Work Placements	4,800	-	-	4,800	6,800
Employers Allowance	3,000	-	-	3,000	3,000
Insurance Claim	-	-	-	-	500
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	108,428	9,525	49,520	167,473	156,484
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
				2020 £	2019 £
<b>Grant for unrestricted purposes</b>					
Leeds City Council				76,690	67,080
				<hr/>	<hr/>

# OTLEY ACTION FOR OLDER PEOPLE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Grants for Restricted and Designated Purposes:		2020	2019
	£	£	
Leeds City Council Luncheon Club	5,265	6,133	
Leeds City Council (MICE)	605	250	
Bus Service Operators Grant	558	789	
The Big Lottery Time to Shine (Connecting at The Weekend Project)	9,150	5,490	
Leeds City Council (Winter Warmth)	1,852	5,235	
W G Edwards Charitable Foundation	1,000	-	
Leeds Older Peoples Forum (International Day of Older People)	200	190	
Awards for All	9,300	-	
ESC Lottery Small Fund Grant	2,156	-	
Otley Town Council	1,222	-	
Pool Parish Council (Christmas Party)	250	-	
Otley Parish Church (Christmas Party)	240	-	
The Vegetarian Society	200	-	
The Big Lottery Time to Shine (Minibus Development Project)	-	9,275	
	<hr/>	<hr/>	
	31,998	27,362	
	<hr/>	<hr/>	
4. Charitable Activities		2020	2019
	£	£	
Office and Room Rent	10,000	11,158	
Light and Heat	1,309	1,433	
Subscriptions	134	497	
Telephone	1,884	1,694	
Printing, Stationery & Postage	1,733	924	
Insurance	672	586	
Repairs & Renewals	2,247	4,729	
I T Support	3,123	2,417	
Professional Fees/Consultancy	4,555	4,680	
Miscellaneous	536	43	
Publicity	2,402	2,568	
Minibus & Van Expenses	8,848	8,185	
Trips, Social Events & Activities	19,315	17,157	
Luncheon Club	14,702	19,448	
Salaries	73,090	65,444	
Employers National Insurance	6,516	5,545	
Pension Contributions	18,964	17,820	
Payroll Fees	476	472	
Training	1,288	735	
Volunteer Expenses	3,631	3,123	
Childcare Costs	1,150	3,056	
Depreciation	10,449	10,721	
Governance Costs (note 5)	2,080	1,962	
	<hr/>	<hr/>	
	189,104	184,397	
	<hr/>	<hr/>	

# OTLEY ACTION FOR OLDER PEOPLE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

### 5. Governance Costs

	2020 £	2019 £
DBS Checks	166	120
Independent Examiner's Fee	1,914	1,842
	<hr/>	<hr/>
	2,080	1,962
	<hr/>	<hr/>

### 6. Staff Costs

	2020 £	2019 £
Salaries	73,090	65,444
Employers National Insurance	6,516	5,545
Pension Contributions	18,964	17,820
Childcare Costs	1,150	3,056
	<hr/>	<hr/>
	99,720	91,865
	<hr/>	<hr/>

The charity considers its key management personnel to be the Directors and the Project Manager Susan Trainor.

The average number of employees during the year including part time was 3 (2019 – 3).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2020 (2019: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2019: none).

### 7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
<b>Cost</b>				
At 1 April 2019				
And 31 March 2020	80,555	12,093	21,639	114,287
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>				
At 1 April 2019	70,555	12,093	21,190	103,838
Charge for the Year	10,000	-	449	10,449
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2020	80,555	12,093	21,639	114,287
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Book Value</b>				
At 31 March 2020	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2019	10,000	-	449	10,449
	<hr/>	<hr/>	<hr/>	<hr/>

# OTLEY ACTION FOR OLDER PEOPLE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

### 8. Creditors

	2020 £	2019 £
Accruals and deferred income	1,950	6,950

### 9. Pension and other past-retirement benefit commitments Defined Contributions

	2020 £	2019 £
Contributions payable by the charity during the year	18,964	17,820

### 10. Restricted Funds

	Balance at 1 April 2019 £	Movement in Funds		Transfers	Balance at 31 March 2020 £
		Incoming Resources £	Resources Expended £		£
Luncheon Clubs	8,126	22,185	(14,702)	(10,289)	5,320
Otley Leg Club (All Legs Aloud NHS)	1,595	1,160	(1,787)	-	968
The Big Lottery Time to Shine (Connecting at the Weekend Project)	4,321	9,150	(10,675)	-	2,796
Awards for All	-	9,300	(4,555)	-	4,745
Building Fund	-	4,100	-	-	4,100
ESC Lottery Small Fund Grant	-	2,156	(2,156)	-	-
Donation	-	1,500	-	-	1,500
Otley Town Council	-	1,222	(1,222)	-	-
Leeds City Council (Winter Warmth)	-	1,852	(1,852)	-	-
W G Edwards Charitable Foundation	-	1,000	(500)	-	500
Leeds City Council (MICE)	-	605	(605)	-	-
Pool Parish Council (Christmas Party)	-	250	(250)	-	-
Otley Parish Church (Christmas Party)	-	240	(240)	-	-
Leeds Older Peoples Forum	-	200	(200)	-	-
The Vegetarian Society	-	200	(200)	-	-
	14,042	55,120	(38,944)	(10,289)	19,929

## OTLEY ACTION FOR OLDER PEOPLE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

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#### Restricted Funds:-

##### **Luncheon Club**

There are currently three luncheon clubs held every week on a Tuesday, Wednesday and Thursday. Two of the lunch clubs are in Otley and the third one is in Pool on a Wednesday. A healthy and nutritious two-course lunch with tea or coffee is available for a small charge. Otley Action receives a grant for each of the lunch clubs from Leeds City Council.

##### **Otley Leg Club (All Legs Aloud NHS)**

Otley Leg Club was launched (All Legs Aloud NHS) In July 2017 when Otley Action formed a partnership with Leeds Community Healthcare NHS Trust, Chevin and Westgate Surgeries and Leeds CCG to discuss a Leg Club for Otley, the first in the North of England.

Traditional management of lower leg problems, such as ulcers, sees patients attending leg clinics at hospitals and GP practices, or being visited at home by nursing staff. Since 1995, Ellie Lindsay OBE has developed the Leg Club model to treat individuals (known as members) on a drop-in basis in community settings, often village halls, in order to address individuals' psychosocial needs, de-stigmatise the condition and involve them in their care. The initiative provides a partnership between nurses, patients and the local community with care provided in a social, non-medical setting. The Otley Leg Club celebrated its second anniversary on 27 February 2020.

##### **The Big Lottery Time to Shine (Connecting at the Weekend Project)**

Otley Action received a grant from the "Time to Shine" fund in January 2019. The fund was for a "Connecting at The Weekend" project. The project aims to build a community network scheme for groups of older people who live alone to bring them together at the weekends and on Bank Holidays. This is a two-year project taking us to February 2021.

##### **Awards for All**

We were delighted in May 2019 when our Awards for All application for a "Developing the Hub" project to the sum of £9,300 was successful. We used the funding to employ the services of Third Sector Consultancy to facilitate a number of consultation events. This was useful in terms of gathering feedback from our members and volunteers and for steering us in the right direction for funding for the Hub project.

##### **Building Fund**

Monies donated towards the renovation of the building. We launched the "Buy a brick" scheme in 2018 asking members to contribute towards the refurbishment of the Older People's Welfare Centre. To date we have received donations totalling £4100.

##### **ESC Lottery Small Grant Fund**

We were awarded a grant of £2,156 from Sports England in the summer of 2019 to set up a walking netball group aimed at the over 55's. Walking netball commenced on the 18th September at Prince Henry's Grammar School. The group continued to be successful into 2020 when it was cancelled at the start of the pandemic.

##### **Donation**

Rita Walter donated £1500 as a contribution towards a new cooker to support the Otley Action lunch clubs. This money is set aside in a restricted fund until the cooker needs replacing.

##### **Otley Town Council**

A grant of £798.99 was awarded to Otley Action for Older People on the 10<sup>th</sup> April 2019 for a new laptop and tablet as part of the Digital Inclusion project. They acquired a further grant in March 2020 for three mobile phones to support home working during lockdown. This was for the sum of 422.97.

##### **Leeds City Council (Winter Warmth)**

Public Health have some additional residual winter grants money left (approximately a total of £50,000 to distribute). They have approached the Leeds NHS to ask if they could use a proportion of this. Otley Action decide to run a Winter Warmth Telephone Project. The amount allocated was £1,852.

## OTLEY ACTION FOR OLDER PEOPLE

### DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

#### W G Edwards Charitable Foundation

The WG Edwards Charitable Foundation awarded us £1,000 in February 2020 to develop a pilot home visiting scheme. The service barely got underway when the coronavirus hit us. We are hoping that this service can continue in 2020.

#### Leeds City Council (MICE)

Funding for arts classes and a contribution towards the purchase of a printer.

#### Pool Parish Council (Christmas Party)

Funding for a Christmas party on the 12<sup>th</sup> December at Pool Methodist Church.

#### Otley Parish Church (Christmas Party)

Funding for a Christmas party.

#### Leeds Older Peoples Forum

Funding towards The Big Consultation Event which took place at the Older People's welfare centre on the 7<sup>th</sup> October 2019.

#### The Vegetarian Society

Money to provide a vegetarian meal for over 40 older people on Vegetarian Week. The event took place at Otley Methodist Church in May 2019.

### 11. Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Movement in Funds		Balance at 31 March 2020 £
		Incoming Resources £	Resources Expended £	
Contingency Fund	80,000	-	-	80,000
Transport Fund	13,616	9,525	(8,848)	14,293
	<u>93,616</u>	<u>9,525</u>	<u>(8,848)</u>	<u>94,293</u>

### 12. Commitments under operating leases

At 31 March 2020 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2020 £	2019 £
Expiry date within one year	10,000	10,000
Expiry date within two to five years	10,000	10,000

## OTLEY ACTION FOR OLDER PEOPLE

### DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

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#### 13. Reconciliation of net movement in funds to net cashflow from operating activities:

	2020 £	2019 £
Net movement in funds	2,613	(13,092)
Deduct interest income	(1,560)	(1,397)
Add back depreciation charge	10,449	10,721
Decrease in debtors	-	180
(Decrease) in creditors	(5,000)	(4,275)
	<hr/>	<hr/>
<b>Net cash used in operating activities</b>	<b>6,502</b>	<b>(7,863)</b>
	<hr/>	<hr/>

**OTLEY ACTION FOR OLDER PEOPLE**

**DIRECTORS' REPORT AND UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2020**



# OTLEY ACTION FOR OLDER PEOPLE

## ACCOUNTS

*FOR THE YEAR ENDED 31 MARCH 2020*

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1.	Significant Information
2.	Report of the Directors
3.	Independent Examiners Report
4.	Statement of Financial Activities
5.	Balance Sheet
6.	Statement of Cashflows
7 - 14	Notes to Accounts

# OTLEY ACTION FOR OLDER PEOPLE

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Directors**

John Eveleigh  
Doris Gagen  
Pamela Gill  
Arthur Parslow  
Ailsa Bearpark  
Nigel Gill  
Gillian Chapman  
Frank Jordan  
Timothy Dalby  
Pauline Padden  
Stuart Page

**Secretary**

Susan Trainor

**Charity number**

1150684

**Company number**

08224902

**Registered office**

Otley Old Peoples Welfare Centre  
Crossgate  
Otley  
West Yorkshire  
LS21 3AA

**Independent Examiner**

Kevin J Meddings MAAT  
Stuart B Lodge & Co  
44 Bradford Road  
Idle  
Bradford  
West Yorkshire  
BD10 9PE

**Bankers**

Yorkshire Bank  
10 Kirkgate  
Otley  
West Yorkshire  
LS21 3HJ

Virgin Money plc  
NEA3780  
Newcastle Upon Tyne  
Tyne and Wear  
NE3 4ZE

The Charity Bank Ltd  
Fosse House  
182 High Street  
Tonbridge  
Kent  
TN9 1BE

# OTLEY ACTION FOR OLDER PEOPLE

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2020

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The trustees present their report and accounts for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association and constitution, the Companies Act 2006 and the Charities Act 2011.

### Structure governance and management

The charity is a company limited by guarantee and was incorporated on 21 September 2012. The charity was registered with the Charity Commission on 4 February 2013.

The directors who served during the year were:

John Eveleigh  
Doris Gagen  
Pamela Gill  
Arthur Parslow  
Timothy Dalby  
Ailsa Bearpark  
Nigel Gill  
Gillian Chapman  
Frank Jordan  
Pauline Padden  
Stuart Page

Appointment of Directors:

The charity may by ordinary resolution:

1. Appoint an existing member who is willing to act to be a director; and
2. Determine the rotation in which any additional directors are to retire.

No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1. He or she is recommended for re-election by the directors; or
2. Not less than 14, no more than 35 clear days before the date of the meeting; the charity is given a notice that:
  - a. Is signed by a member entitled to vote at the meeting;
  - b. States the member's intention to propose the appointment of a person as a director.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

All directors have voting rights.

### Organisational Structure

Otley Action for Older People is managed by the directors in accordance with the Constitution and Memorandum and Articles of Association. The directors meet on a regular basis every 6 weeks with the Annual General Meeting held each year.

All decisions other than routine day-to-day planning and project management decisions are brought before the directors for discussion and ratification. The staff team report to the directors through regular written reports. There is a supervision structure within the staff team. The work of the organisation is also undertaken in keeping with our written policies (see below) and the conditions laid down by our various funders.

# OTLEY ACTION FOR OLDER PEOPLE

## **DIRECTORS' REPORT (continued)** **FOR THE YEAR ENDED 31 MARCH 2020**

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### **Relationships:**

Otley Action for Older People is a member of the Leeds Neighbourhood Network Scheme, a unique network of voluntary sector organisations working with defined communities to identify and address local priorities and work in partnership with statutory services to support independence for older people.

Otley Action for Older People works with Leeds Adult Social Care and other organisations to provide a diverse range of preventative health and social services that address the needs of local older people.

The organisation also supports and works with a number of local community organisations including Otley Courthouse, Otley Film Society, Otley Over 60's Club, Otley Blind Group and local churches.

The directors have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Objectives and activities**

The charity's objects are to relieve the following charitable needs of older people living in Otley, Pool and Arthington:

1. To relieve poverty.
2. To preserve and protect good health.
3. To advance education.
4. To promote the social inclusion of such people who are excluded from society because they are house-bound or who are unable to drive or easily access public transport and to assist them to integrate into society by such means as the directors deem fit.

The directors have complied with their duty to have due regard to guidance published by the Charities Commission with particular reference to the advancement of education and health and the relief of poverty. This is outlined further below.

For the most part of this particular financial year, it was business as usual as Otley Action continued to provide essential services to the older people of Otley, Pool and Arthington. Our volunteer base has been strong with over 100 volunteers supporting us; they really are a formidable force and the backbone of what we do. Group and activity work has seen existing groups thrive and new ones such as Connecting at the Weekend, walking netball and a mindfulness-training course emerge.

The refurbishment of the Older People's Welfare Centre in partnership with Otley Old People's Welfare Committee has been top of our agenda for almost three years. Our fundraising efforts have paid off with money received or promised from Screwfix, The Wolfson Foundation and Otley Town Council via a Public Works Loan. We have been particularly pleased with the progress this year and are now anticipating a 2020 renovation project. Once complete Otley Action will have a ground floor office space and reception with full disabled access.

It was in March 2020 when Otley Action and the rest of the UK went into lockdown because of the coronavirus pandemic. All group activity ceased and older people had to self-isolate, as they were the most vulnerable. Otley Action staff worked tirelessly throughout the crisis with a limited number of volunteers supporting the local older community. As the newly appointed hub for Leeds City Council for Otley and Yeadon Otley Action were on the front line supporting the local communities in response to Covid19. The ramifications of this pandemic are likely to affect how Otley Action and the older people interact with the outer world for many years to come.

# OTLEY ACTION FOR OLDER PEOPLE

## **DIRECTORS' REPORT (continued)** **FOR THE YEAR ENDED 31 MARCH 2020**

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### **Policies**

These are policies we have reviewed this year:-

Accessible Information Policy documents  
Bullying and Harassment Policy documents  
Complaints and Compliments Policy and Confidentiality Policy  
Data Protection Policy documents  
Disciplinary Policy documents  
Environment Policy documents  
Equality and Diversity Policy documents  
Financial Standing Order and Reserves Policy documents  
Grievance Policy  
Health and Safety Policy documents  
Lone Worker Policy documents  
Needs Risk and Support Planning  
Safeguarding Vulnerable Adults  
Training Policy documents  
Volunteering Policy documents  
GDPR Policy

### **Financial Review**

The organisation made a small surplus of £2,613 (2019 - a deficit of £13,092) in this financial year.

The core activities of the organisation incurred a deficit of £3,951 after charging depreciation of £10,449.

The total reserves of the organisation at 31 March 2020 amounted to £186,954

Of this £19,929 relates to specific restricted funded projects and is due to be spent in the 2020/21 financial year. General reserves amounted to £72,732 and are available to support current ongoing work of the organisation.

The organisation has 2 designated funds; the Contingency Fund referred to below and the Transport Fund which at 31 March 2020 had a balance of £14,293 and had been established to support the costs of running the Minibus.

The main risks that the organisation is subject to are covered through our insurance policies. There are, however, a number of risks which we cannot insure against including withdrawal or cessation of funding from outside bodies and the need to cover employee redundancy terms. It is, therefore, the policy of Otley Action for Older People to hold back a part of our resources as reserves to allow us to meet our obligations in the event of unexpected circumstances.

The organisations policy is to hold in a separate designated fund a sum equivalent to 6 months running costs which is approximately £94,500. At the beginning of the financial year the balance on this fund was £80,000 and the directors have maintained this fund at this level at least for the foreseeable future.

### **Investment Policy**

Short term funds are placed in deposit accounts to maximise the Charity's income.

# OTLEY ACTION FOR OLDER PEOPLE

## **DIRECTORS' REPORT (continued)** **FOR THE YEAR ENDED 31 MARCH 2020**

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### **Plans for the Future**

We are looking forward to the future with renewed grit and determination in spite of all that has happened in the first part of 2020. We want to know what the impact of lockdown and the pandemic has had on our members and how we can best support them moving forward. With this in mind, we will be reintroducing them to the outside world in a safe and manageable way.

What is exciting is looking forward to the grand re-opening of the Older People's Welfare Centre in January 2021 once the refurbishment is complete. We anticipate that the new Hub will be a warm and welcoming space where older people will be able to come together to once again socialise and meet with their friends. Otley Action with its ground floor office space will also welcome members of the public providing valuable advice, information and support in a plush new space. The new state of the art community facility will have the wow factor and will be most welcome by all that have frequented it prior to the pandemic. This really will be a year to remember.

### **Statement of Directors Responsibilities**

The directors of Otley Action for Older People are responsible for preparing the Directors Annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare accounts for each financial year. Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts the directors are required to:-

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether UK accounting standards have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The directors are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board of directors

..... Director

Dated:

# INDEPENDENT EXAMINERS REPORT

## TO THE DIRECTORS OF OTLEY ACTION FOR OLDER PEOPLE

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I report on the accounts of the charity for the year ended 31 March 2020 which are set out on pages 4 to 14.

### **Respective responsibilities of director and examiner**

The directors of Otley Action for Older People are responsible for the preparation of the accounts. The directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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 you as 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 matter has come to my attention:-

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by Charities; have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

### **Kevin J Meddings MAAT**

Stuart B Lodge & Co  
44 Bradford Road  
Idle  
Bradford  
West Yorkshire  
BD10 9PE

Dated:

# OTLEY ACTION FOR OLDER PEOPLE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Note	General Fund £	Designated Fund £	Restricted Funds £	2020 £	2019 £
<b>Income</b>						
Donations and Legacies	2	17,084	-	5,600	22,684	13,424
Investment Income		1,560	-	-	1,560	1,397
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		18,644	-	5,600	24,244	14,821
Income from Charitable Activities	3	108,428	9,525	49,520	167,473	156,484
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Income</b>		127,072	9,525	55,120	191,717	171,305
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure</b>						
Charitable Activities	4	141,312	8,848	38,944	189,104	184,397
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenditure</b>		141,312	8,848	38,944	189,104	184,397
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Income/(Expenditure)</b>						
<b>Net movement in funds before transfers</b>		(14,240)	677	16,176	2,613	(13,092)
Transfer between funds		10,289	-	(10,289)	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Income/(Expenditure)</b>						
<b>Net Movement in funds after transfers</b>		(3,951)	677	5,887	2,613	(13,092)
<b>Total funds brought forward</b>		76,683	93,616	14,042	184,341	197,433
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		72,732	94,293	19,929	186,954	184,341
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# OTLEY ACTION FOR OLDER PEOPLE

## BALANCE SHEET AS AT 31 MARCH 2020

	Notes	General fund	Designated funds	Restricted funds	2020 Total funds	2019 Total funds
<b>Fixed Assets</b>	7	-	-	-		10,449
<b>Current Assets</b>						
Cash at Bank and in Hand		74,682	94,293	19,929	188,904	180,842
<b>Total Assets</b>		74,682	94,293	19,929	188,904	191,291
<b>Creditors: Amounts Falling Due Within One Year</b>	8	(1,950)	-	-	(1,950)	(6,950)
<b>Total Assets less Current Liabilities</b>		72,732	94,293	19,929	186,954	184,341
<b>The Funds of the Charity</b>						
Restricted Funds	10	-	-	19,929	19,929	14,042
Unrestricted Funds						
Designated Funds	11	-	94,293	-	94,293	93,616
General Fund		72,732	-	-	72,732	76,683
<b>Total Charity Funds</b>		72,732	94,293	19,929	186,954	184,341

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on

.....

Director

**Company Registration No: 08224902**

# OTLEY ACTION FOR OLDER PEOPLE

## STATEMENT OF CASHFLOWS AS AT 31 MARCH 2020

	Notes	2020 £	2019 £
<b>Cash used in operating activities</b>	13	6,502	(7,863)
<b>Cashflow from investing activities</b>			
Interest income		1,560	1,397
		<hr/>	<hr/>
Increase/(decrease) in cash equivalents in the year		8,062	(6,466)
Cash equivalents at the beginning of the year		180,842	187,308
		<hr/>	<hr/>
<b>Total cash equivalents at the end of the year</b>		188,904	180,842
		<hr/>	<hr/>

# OTLEY ACTION FOR OLDER PEOPLE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

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### 1. Accounting Policies

#### a. Accounting Convention

The accounts are prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The charity constitutes a public benefit entity as defined by FRS102.

Having considered future planned activities and the resources available to the charity, the directors are satisfied that the financial statements should continue to be prepared on the going concern basis.

#### b. Incoming Resources

Donations and legacies are included in full in the Statement of Activities when receivable.

Fees and charges, income from activities and all other related income is accounted for when received by the charity.

Income from investments is included in the year in which it is receivable.

Revenue grants for specific projects are credited to the Statement of Financial Activities when received and unspent amounts are carried forward in the form of restricted reserves.

#### c. Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

#### d. Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Tools and Equipment	4 years
Office Equipment	4 years
Motor Vehicles	4 – 10 years

#### e. Taxation

As a registered charity the association benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

# OTLEY ACTION FOR OLDER PEOPLE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

### f. Pensions

The charity contributes to deferred contribution pension schemes for all of its employees.

### g. Fund Accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Funds may be designated at anytime by the directors if such a purpose is identified.

Restricted funds are subject to specific conditions by donors as to how they may be used.

## 2. Donations and Legacies

	2020 £	2019 £
Donations:		
Mr W M Sinclair	2,000	1,000
Legacy from the Estate of Edna Hart	1,000	-
Trustees of Abbey House Settlement	500	500
The Rotary Club of Otley	500	500
Funeral of Ann Anderson	500	-
Miss L Hodgson	-	1,000
Estate of the late Delphine Maw	-	500
Heineken UK – Neighbourly	-	500
Sundry Donations and Fundraising	18,184	9,424
	<hr/>	<hr/>
	22,684	13,424
	<hr/>	<hr/>

## 3. Income from Charitable Activities

	General £	Designated £	Restricted £	2020 Total £	2019 £
Grants for unrestricted purposes	76,690	-	-	76,690	67,080
Grants for restricted purposes	-	558	31,440	31,998	27,362
Contribution to Activities	23,938	-	1,160	25,098	29,404
Fees & Charges	-	8,967	16,920	25,887	22,338
Social Work Placements	4,800	-	-	4,800	6,800
Employers Allowance	3,000	-	-	3,000	3,000
Insurance Claim	-	-	-	-	500
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	108,428	9,525	49,520	167,473	156,484
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
				2020 £	2019 £
<b>Grant for unrestricted purposes</b>					
Leeds City Council				76,690	67,080
				<hr/>	<hr/>

# OTLEY ACTION FOR OLDER PEOPLE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

<b>Grants for Restricted and Designated Purposes:</b>		<b>2020</b>	<b>2019</b>
	<b>£</b>		<b>£</b>
Leeds City Council Luncheon Club	5,265		6,133
Leeds City Council (MICE)	605		250
Bus Service Operators Grant	558		789
The Big Lottery Time to Shine (Connecting at The Weekend Project)	9,150		5,490
Leeds City Council (Winter Warmth)	1,852		5,235
W G Edwards Charitable Foundation	1,000		-
Leeds Older Peoples Forum (International Day of Older People)	200		190
Awards for All	9,300		-
ESC Lottery Small Fund Grant	2,156		-
Otley Town Council	1,222		-
Pool Parish Council (Christmas Party)	250		-
Otley Parish Church (Christmas Party)	240		-
The Vegetarian Society	200		-
The Big Lottery Time to Shine (Minibus Development Project)	-		9,275
	<hr/>		<hr/>
	31,998		27,362
	<hr/>		<hr/>
<b>4. Charitable Activities</b>		<b>2020</b>	<b>2019</b>
	<b>£</b>		<b>£</b>
Office and Room Rent	10,000		11,158
Light and Heat	1,309		1,433
Subscriptions	134		497
Telephone	1,884		1,694
Printing, Stationery & Postage	1,733		924
Insurance	672		586
Repairs & Renewals	2,247		4,729
I T Support	3,123		2,417
Professional Fees/Consultancy	4,555		4,680
Miscellaneous	536		43
Publicity	2,402		2,568
Minibus & Van Expenses	8,848		8,185
Trips, Social Events & Activities	19,315		17,157
Luncheon Club	14,702		19,448
Salaries	73,090		65,444
Employers National Insurance	6,516		5,545
Pension Contributions	18,964		17,820
Payroll Fees	476		472
Training	1,288		735
Volunteer Expenses	3,631		3,123
Childcare Costs	1,150		3,056
Depreciation	10,449		10,721
Governance Costs (note 5)	2,080		1,962
	<hr/>		<hr/>
	189,104		184,397
	<hr/>		<hr/>

# OTLEY ACTION FOR OLDER PEOPLE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

### 5. Governance Costs

	2020 £	2019 £
DBS Checks	166	120
Independent Examiner's Fee	1,914	1,842
	<hr/>	<hr/>
	2,080	1,962
	<hr/>	<hr/>

### 6. Staff Costs

	2020 £	2019 £
Salaries	73,090	65,444
Employers National Insurance	6,516	5,545
Pension Contributions	18,964	17,820
Childcare Costs	1,150	3,056
	<hr/>	<hr/>
	99,720	91,865
	<hr/>	<hr/>

The charity considers its key management personnel to be the Directors and the Project Manager Susan Trainor.

The average number of employees during the year including part time was 3 (2019 – 3).

No employee earned more than £60,000.

None of the directors (or any person connected with them) received any remuneration or were reimbursed expenditure during 2020 (2019: none).

We can confirm that there are no related party transactions that require disclosure in the accounts (2019: none).

### 7. Fixed Assets

	Motor Vehicles £	Tools & Equipment £	Office Equipment £	Total £
<b>Cost</b>				
At 1 April 2019				
And 31 March 2020	80,555	12,093	21,639	114,287
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>				
At 1 April 2019	70,555	12,093	21,190	103,838
Charge for the Year	10,000	-	449	10,449
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2020	80,555	12,093	21,639	114,287
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Book Value</b>				
At 31 March 2020	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2019	10,000	-	449	10,449
	<hr/>	<hr/>	<hr/>	<hr/>

# OTLEY ACTION FOR OLDER PEOPLE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

### 8. Creditors

	2020 £	2019 £
Accruals and deferred income	1,950	6,950

### 9. Pension and other past-retirement benefit commitments Defined Contributions

	2020 £	2019 £
Contributions payable by the charity during the year	18,964	17,820

### 10. Restricted Funds

	Balance at 1 April 2019 £	Movement in Funds		Transfers	Balance at 31 March 2020 £
		Incoming Resources £	Resources Expended £		£
Luncheon Clubs	8,126	22,185	(14,702)	(10,289)	5,320
Otley Leg Club (All Legs Aloud NHS)	1,595	1,160	(1,787)	-	968
The Big Lottery Time to Shine (Connecting at the Weekend Project)	4,321	9,150	(10,675)	-	2,796
Awards for All	-	9,300	(4,555)	-	4,745
Building Fund	-	4,100	-	-	4,100
ESC Lottery Small Fund Grant	-	2,156	(2,156)	-	-
Donation	-	1,500	-	-	1,500
Otley Town Council	-	1,222	(1,222)	-	-
Leeds City Council (Winter Warmth)	-	1,852	(1,852)	-	-
W G Edwards Charitable Foundation	-	1,000	(500)	-	500
Leeds City Council (MICE)	-	605	(605)	-	-
Pool Parish Council (Christmas Party)	-	250	(250)	-	-
Otley Parish Church (Christmas Party)	-	240	(240)	-	-
Leeds Older Peoples Forum	-	200	(200)	-	-
The Vegetarian Society	-	200	(200)	-	-
	14,042	55,120	(38,944)	(10,289)	19,929

## OTLEY ACTION FOR OLDER PEOPLE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

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#### Restricted Funds:-

##### **Luncheon Club**

There are currently three luncheon clubs held every week on a Tuesday, Wednesday and Thursday. Two of the lunch clubs are in Otley and the third one is in Pool on a Wednesday. A healthy and nutritious two-course lunch with tea or coffee is available for a small charge. Otley Action receives a grant for each of the lunch clubs from Leeds City Council.

##### **Otley Leg Club (All Legs Aloud NHS)**

Otley Leg Club was launched (All Legs Aloud NHS) In July 2017 when Otley Action formed a partnership with Leeds Community Healthcare NHS Trust, Chevin and Westgate Surgeries and Leeds CCG to discuss a Leg Club for Otley, the first in the North of England.

Traditional management of lower leg problems, such as ulcers, sees patients attending leg clinics at hospitals and GP practices, or being visited at home by nursing staff. Since 1995, Ellie Lindsay OBE has developed the Leg Club model to treat individuals (known as members) on a drop-in basis in community settings, often village halls, in order to address individuals' psychosocial needs, de-stigmatise the condition and involve them in their care. The initiative provides a partnership between nurses, patients and the local community with care provided in a social, non-medical setting. The Otley Leg Club celebrated its second anniversary on 27 February 2020.

##### **The Big Lottery Time to Shine (Connecting at the Weekend Project)**

Otley Action received a grant from the "Time to Shine" fund in January 2019. The fund was for a "Connecting at The Weekend" project. The project aims to build a community network scheme for groups of older people who live alone to bring them together at the weekends and on Bank Holidays. This is a two-year project taking us to February 2021.

##### **Awards for All**

We were delighted in May 2019 when our Awards for All application for a "Developing the Hub" project to the sum of £9,300 was successful. We used the funding to employ the services of Third Sector Consultancy to facilitate a number of consultation events. This was useful in terms of gathering feedback from our members and volunteers and for steering us in the right direction for funding for the Hub project.

##### **Building Fund**

Monies donated towards the renovation of the building. We launched the "Buy a brick" scheme in 2018 asking members to contribute towards the refurbishment of the Older People's Welfare Centre. To date we have received donations totalling £4100.

##### **ESC Lottery Small Grant Fund**

We were awarded a grant of £2,156 from Sports England in the summer of 2019 to set up a walking netball group aimed at the over 55's. Walking netball commenced on the 18th September at Prince Henry's Grammar School. The group continued to be successful into 2020 when it was cancelled at the start of the pandemic.

##### **Donation**

Rita Walter donated £1500 as a contribution towards a new cooker to support the Otley Action lunch clubs. This money is set aside in a restricted fund until the cooker needs replacing.

##### **Otley Town Council**

A grant of £798.99 was awarded to Otley Action for Older People on the 10<sup>th</sup> April 2019 for a new laptop and tablet as part of the Digital Inclusion project. They acquired a further grant in March 2020 for three mobile phones to support home working during lockdown. This was for the sum of 422.97.

##### **Leeds City Council (Winter Warmth)**

Public Health have some additional residual winter grants money left (approximately a total of £50,000 to distribute). They have approached the Leeds NHS to ask if they could use a proportion of this. Otley Action decide to run a Winter Warmth Telephone Project. The amount allocated was £1,852.



## OTLEY ACTION FOR OLDER PEOPLE

### DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

#### W G Edwards Charitable Foundation

The WG Edwards Charitable Foundation awarded us £1,000 in February 2020 to develop a pilot home visiting scheme. The service barely got underway when the coronavirus hit us. We are hoping that this service can continue in 2020.

#### Leeds City Council (MICE)

Funding for arts classes and a contribution towards the purchase of a printer.

#### Pool Parish Council (Christmas Party)

Funding for a Christmas party on the 12<sup>th</sup> December at Pool Methodist Church.

#### Otley Parish Church (Christmas Party)

Funding for a Christmas party.

#### Leeds Older Peoples Forum

Funding towards The Big Consultation Event which took place at the Older People's welfare centre on the 7<sup>th</sup> October 2019.

#### The Vegetarian Society

Money to provide a vegetarian meal for over 40 older people on Vegetarian Week. The event took place at Otley Methodist Church in May 2019.

### 11. Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Movement in Funds		Balance at 31 March 2020 £
		Incoming Resources £	Resources Expended £	
Contingency Fund	80,000	-	-	80,000
Transport Fund	13,616	9,525	(8,848)	14,293
	<u>93,616</u>	<u>9,525</u>	<u>(8,848)</u>	<u>94,293</u>

### 12. Commitments under operating leases

At 31 March 2020 the company had annual commitments under non-cancellable operating leases as follows:

	Land and Buildings	
	2020 £	2019 £
Expiry date within one year	10,000	10,000
Expiry date within two to five years	10,000	10,000

## OTLEY ACTION FOR OLDER PEOPLE

### DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

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#### 13. Reconciliation of net movement in funds to net cashflow from operating activities:

	2020 £	2019 £
Net movement in funds	2,613	(13,092)
Deduct interest income	(1,560)	(1,397)
Add back depreciation charge	10,449	10,721
Decrease in debtors	-	180
(Decrease) in creditors	(5,000)	(4,275)
	<hr/>	<hr/>
<b>Net cash used in operating activities</b>	<b>6,502</b>	<b>(7,863)</b>
	<hr/>	<hr/>