

Report of the Trustees, the examined accounts
for the period 1 September 20019 to 31 August 2020
for Capel Parish Nurses

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Capel Parish Nurses

For the period 1 September 2019 to 31 August 2020

CHARITY INFORMATION as at 7 September 2020

Charity name and number Capel Parish Nurses, Registered Charity 1173638

Trustees

Mr Peter Ellis (Ex Chair) (term of office ended on 30 June 2020)

Mrs Beverley Dowsett (Chair) (appointed 14 March 2020)

Mrs Carole Almond (Secretary) (appointed 30 June 2017)

Mrs Gillian Durrant (Treasurer) (appointed 30 June 2017)

Trustee resignations

Mr Peter Ellis resigned at the end of his period of office.

Governing Document The charity was formed and registered as a Charitable Independent Organisation on 30 June 2017

Principle Address Capel Methodist Church, The Street, Capel St Mary IP9 2EF

Independent examiner Mr I France
4 Homefield, Capel St Mary IP9 2XE

Report of the trustees of Capel Parish Nurses
for the 1 September 2019 to 31 August 2020

1. Structure, management and governing document

The trustees who held office during the period 30 June 2017 to 31 August 2020 and the governing document are detailed in the charity information on page 2

- a. New trustees are appointed by the existing trustees.
- b. New trustees are inducted by the existing trustee body.

2. Objectives and activities

The main objectives of the charity as set out in the governing document are:

- a. The relief of sickness and the preservation of health, in accordance with a Christian ethos in and around Capel St Mary by the provision of Parish Nurses.

3. Achievements and performance

The main achievements of the charity in the accounting period were limited during the last 6 months due to the impact of COVID 19. This continues to be the case as social distancing impedes face to face contact.

- a. Our Parish Nurse OT set up and ran a Dementia Café using funding received from Suffolk Community Foundation, given by the Dementia Friendly Communities Grant Programme. This ceased in March and we placed our OT on furlough for 5 months, taking advantage of the government scheme. Although the café has not met contact has been maintained with the participants via newsletter, phone contact and the loan of equipment. It is hoped to resume face to face contact once current restrictions permit.
- b. The Craft Club aimed at tackling loneliness using specific funding from Suffolk Community Foundation given by East of England Co-op has continued but taken place via zoom for the last 6 months. It has generally been held more frequently during the lockdown period. Hope Hub café to support those with mental health issues also continues via zoom as does the recently introduced Journaling Club.
- c. Our volunteer Mental Health Occupational Therapist has completed her training and is now accredited to Parish Nursing UK. We have yet to arrange a service of recognition for this due to the closure of places of worship and now the strict guidelines since reopening.
- d. A team of volunteers have been trained to support the work of the Dementia Café.
- e. We have continued to serve the community of Capel St Mary by the provision of advocacy support, health education, increasing and maintaining safety and independence within the home although this has been in a non contact form since the beginning of the pandemic. Telephone and other social media contact has been used, articles have been written in the local news magazine and some socially distanced contact has been maintained.
- f. We have been fortunate to receive Coronavirus support funding of £5000 from Suffolk Community Foundation through the Suffolk Coronavirus Community Fund Response and a further £1500 through the Suffolk Giving Fund. Both of these will cover our core costs enabling us to keep specific funding for the activities which are currently on hold.

4. The policy of the trust is to maintain 6 months of expenditure as free reserves.

5. Funds

The reserves for this year include earmarked grants received for specific purposes which due to coronavirus have been restricted. As detailed above we have also received further

coronavirus support funding which was only received 6 to 8 weeks before the year end and will be used both in the year to which this report relates and in the following year. We are currently in the process of seeking new ways to work within the community of Capel St Mary in order to continue our work in the 'new normal'.

6. Public Benefit Statement

- a. The trustees have considered the Charity Commissions guidance on public benefits. The trustees are satisfied that the reported activities for the year show that a good level of public benefit is being delivered.

Signed on behalf of the trustees

_____ B. Douzett

Date 9th October 2020

Independent Examiner's report to the trustees of Capel Parish Nurses

I report on the accounts for the 1 September 2019 to 31 August 2020

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts (under section 145 of the Charities Act)

To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and to state whether particular matters have come to my attention.

Basis of the Independent Examiners 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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that, in any material respect the requirements

to keep accounting records in accordance with section 130 of the Charities Act

and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed J. J. F. France Date 25th September 2020.

Mr J I F France, 4 Homefield, Capel St Mary, Ipswich IP9 2XE

Capel Parish Nurses

Receipts and Payments account

For the year ended 31 August 2020

	year to 31 August 2020		year to 31 August 2019	
	£	£	£	£
Receipts				
Private Donations		480.00		680.47
Group Donations		0.00		120.00
Donations - Craft Club		245.00		252.50
Donations - Dementia Café		50.00		
Gift Aid		102.81		323.40
Grants: Capel Methodist Church		5,000.00		5,000.00
Grants: Golden Sunset Trust		2,250.00		
Grants: Suffolk Community Foundation - Suffolk Giving Fund		3,500.00		
Grants Suffolk Community Foundation - Coronavirus Community Fund		5,000.00		
HMRC Furlough Grant		403.00		
HMRC Tax Refund		817.60		
Total Receipts		<u>17,848.41</u>		<u>6376.37</u>
Payments				
Salary	9952.51		9,532.54	
Employers Pension Contribution	221.65		108.66	
Equipment	37.12		934.29	
Admin	250.57		363.38	
Travel Expenses	0.00		277.20	
Training	689.46		1,304.85	
PNUK - Membership	595.00		595.00	
Insurance	622.38		615.03	
Library Hire (Dementia Café)	225.00		472.50	
Dementia Café Expenses	7.15		330.33	
Craft Club Expenses	1296.00		1,398.96	
Total Expenses	<u>13,896.84</u>	<u>13,896.84</u>	<u>15,932.74</u>	15932.74
Net of receipts/(payments)		3,951.57	-9556.37	
Cash funds from previous year		7,657.84	17214.21	
Cash funds this year end		<u>11,609.41</u>	<u>7657.84</u>	