

# Blackburn with Darwen Carers Service



Your local charity supporting family and friends who are carers for a loved one



Putting Carers at  
the Heart of  
everything  
we do



**Blackburn with Darwen Carers Service**  
**Annual Review April 2021 to March 2022**

## Alan Pickup Chair of Trustees



The last few years have been a real challenge for the service, coping with the pandemic, finding new ways to engage with carers and the restraints on finance with the reduction in funding from both the Blackburn with Darwen Council and The Lottery.

Sam, Clare and all the team have done a sterling job juggling the resources to ensure no one gets left behind and that we deliver the best we can to our carers. We have embraced the new way of working using online resources, but we keep in mind this is not for everyone.

We know the future is going to be a challenge, not just for us but for all charities. but more so for those who are feeling the effects of the steep rise in the cost of living affecting most of the basic needs of everyone. Carers are one of the groups most likely to feel the pressure on their daily lives.

We have looked at ways we can help our carers with

various initiatives around food and energy costs and we will keep striving to help in anyway we possibly can.

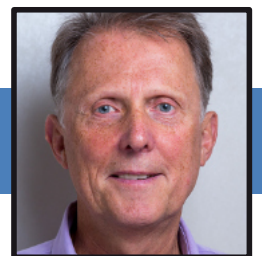
I have been an unpaid carer for over 50 years and I can relate to the problems that we face, whilst saving the health and social services millions. We will be part of raising awareness through our membership of the Carers Trust as a partner organisation.

We have welcomed new Trustees on to the Board over the last 12 months to replace some of our long standing Board Members and I feel we have a strong Board to take us through the next few years and find ways of sustaining and hopefully improving our offer to carers.

I would like to thank my fellow Trustees, The Carers Team, our Volunteers and fundraisers who give their time freely.

**Alan Pickup Chair of Trustees**

## Graham Brindley Treasurer



Over the last twelve months the Service has continued to be affected by the Covid epidemic and remains challenged by reductions in income. In the current financial year overall income reduced by 12% compared to the previous year. To compensate for this our staff have worked extremely hard to contain costs and have been successful in reducing overall expenditure by 7%. As a consequence of these actions the overall deficit for the year is £5416.

The Covid epidemic has made it difficult to put effective plans for the future in place over the last two years. In order to maintain acceptable service levels the Service is budgeting for a deficit over the forthcoming year which will be financed from reserves over the next twelve months although it may be possible to raise additional funds which will reduce

this deficit. As the pandemic now hopefully subsides the Trustees and management will be focusing on future strategy options which will include how the Service can move into a financially sustainable model.

The level of reserves does provide financial stability of the Service in the short to medium term which enables the Trustees to balance the requirement to provide service levels within the context of uncertain future income streams and reserve utilisation. As a consequence the Trustees and management remain confident that service levels will be maintained over the next twelve months.

**Graham Brindley Treasurer**

## Hello from Sam Morris CEO



Welcome to the Carers Service Annual Report for 2021/2022. This year I have learnt new terms – Hybrid and Blended. I now know how these work in practice!

We ended the last year working remotely, having worked completely from home throughout the Covid Pandemic. Staff adapted well and we were very quickly providing everything apart from face to face services.

In this year we had the challenge of starting to dip our toes back in the 'office pool' The staff will smile when I say it was like the Hokey Kokey song " we put one leg in, we take one leg out..." We were in the office and then we were back at home!

I am so proud of our staff, volunteers and carers for

their patience and understanding whilst we made sure we were getting it right and keeping everyone's safety paramount.

We now have a Hybrid way of working that is meeting everyone's needs.

We have continued to provide an excellent Service and can now creatively meet more needs using a combination of face to face and digital support. This is a must as the demand for support has increased. Long Covid and increased Mental Health challenges have increased the number of carers needing support.

A fast and furious year... with lots of achievements and adventures.

Thank you to our Team and our Board of Trustees – this is certainly a team effort!

## Hello from Clare Hobley Head of Services



It's a bit of a cliché to say another year has flown by, but it really has! It's great to be able to look back on another successful year and the fact that we've been able to return to face to face and group activities.

I've noticed a couple of things over the past year. Demand for our service is at an all-time high and it's now estimated that 1 person in every 6 people are now carers. **1 in 6!**

Carers around the country are experiencing more challenges and hardship than ever before. It's no wonder we have a higher demand for our support.

Staff are working really hard to make sure that our carers have all the information, advice and support

they need to make their lives better. We are working on developing new resources to give to our carers and my focus going forward is building on the great work we do and making sure that we are delivering a really quality service.

I want to take the opportunity to say a massive thank you to all the staff at the service. They really are the best team and I feel privileged to be able to work with such a lovely group of people who are dedicated and make a difference. We'll go forward together and continue to develop the service to help carers in Blackburn and Darwen, and their families, to be as well as they can be



## Welcome to our New Trustees



**Rizwana Mayat**

Rizwana as many of you will know was our Office Manager during the main time of the pandemic, but left for a position that fitted better with her family role, but we could not let her leave as we appreciated her positive attitude and commitment to carers.



**Charlie Higham**

Having graduated with a degree in Business Management from the University of Liverpool I feel that has given me a good understanding and overview of how corporate firms operate. A charity shouldn't operate any differently to a business and as such I provide financial oversight for the charity as well as good business connections in the local area.

## Welcome to our new Carers Team Members!



**Georgina Russell**

**Drug & Alcohol Advisor**

My job revolves around working with people affected by their loved ones drug & alcohol use. I'm passionate about supporting and educating others, encouraging self-care, and promoting people to live their life healthily.



**Wendy Cooke**

**Office Manager**

I am really happy to be working for a charity that strives to make such a difference, caring can be so difficult at times so to be able to support carers in such a variety of ways is amazing.



**Susan Lloyd**

**Mental Health & Wellbeing Advisor**

Hello, my name is Susan (Su for short) You may detect an accent, I spent my formative years living in the Black Country an industrial part of the West Midlands

## Goodbye and Thank You!



**David Radley Vice Chair**

David has supported the Service since the very beginning. His guidance, ideas and commitment has been valuable and appreciated.

As a carer himself, David fully understood the challenges carers faced and the importance of being a Trustee and supporting the Service



**Michael Strahan**

Michael has opened up his own Barbers shop! We wish him lots of luck on his new venture



**Rizwana Mayat**

Rizwana has now joined the Trustee Board and brings her knowledge of the service

**Our best wishes go with them for their future plans**

## Governance

The Carers Service is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 19th July 2006 and is a registered charity number 1120110.

The management of the charitable company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association dated 19 July 2006.

Policies are in place to induct and train new Trustees and comply with the Memorandum and Articles of Association.

All Trustees:

- Have a full induction
- Take part in Governance Training
- Are allocated a subcommittee role
- Are given a Carers Service Trustee Handbook
- Are given A hard copy of Good Governance handbook (NCVO)

The charitable company is managed by a full committee of the Trustees. Meetings are held regularly to effectively control the running of the organisation.

- Trustee Board meets quarterly
- Subcommittees meet quarterly
- Trustee roles – Chair, Vice Chair, Treasurer and Secretary.
- A Scheme of Delegation is in place to ensure decisions are authorised at the correct level of responsibility.

**Trustees for the year April 2021 to 2022**

Alan Pickup (Chair)  
Graham Brindley (Treasurer)  
Nan Goodall  
James Hadleigh

Marc Kirker  
Charlie Higham Nov 2021  
Rizwana Mayat Feb 2022

## Policies and Objectives

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

The objective of the charitable company is to relieve the need of persons who are ill, disabled or who are elderly and have a charitable need, primarily but not exclusively resident or working in Blackburn with Darwen and the surrounding area, by the provision of advice, information and support to those persons, their relatives or carers with the object of improving the conditions of life of the said beneficiaries.

### Our Mission

Blackburn with Darwen Carers Service exists to provide a 'one stop' carers centre that offers support, information and advice to all unpaid carers within Blackburn with Darwen.

We want to raise awareness of the needs of carers, encourage carers to participate and have a voice

### Our Vision

Our vision is of a community in which carers have a voice and their needs are recognised and respected. That they are empowered to achieve their goals and aspirations in their caring role

### Carers Service Strap Line

Support for family members caring for someone where there is an illness or disability.

Bringing carers and the carers service together as expert partners to ensure carers needs, wishes and feelings are at the heart of everything we do

Supporting you so you can help those you care for.

### Activities for achieving objectives

The service aims to raise awareness of the needs of unpaid carers and will support carers to have a voice and improve the quality of services that are available for carers and their dependants.

The Carers Centre is a base for carers to access one to one support and group support. Trained Carers

## Carer Engagement

We define 'engaging with' as the direct contact by staff or volunteers via phone, email, remotely, or face to face.

Carers supporting people with	%	Age Group of carers engaged with:	No.
Dementia	14%	Young Adult Carers (18-24)	131
A mental health condition	12%	Adult Carers (25-44)	1098
A physical disability	41%	Adult Carers (45-64)	1491
A learning disability	6%	Older carers (65-80)	547
Substance issues, or other addiction/recovery issues	4%	Older carers (81+)	350
Frail/ elderly needs	5%		
A disability who are under the age of 18	18%		

Ethnicity of Supported Carers	%
White English/Welsh/Scottish/Northern Irish/British	63%
White Any other White background	1%
Mixed/Multiple Ethnic Group White and Asian	0.10%
Mixed/Multiple Ethnic Group Any other mixed/multiple ethnic background	0.20%
Asian/Asian British Asian British	11%
Asian/Asian British Indian	7%
Asian/Asian British Pakistani	12%
Asian/Asian British Bangladeshi	0.60%
Asian/Asian British Chinese	0.10%
Asian/Asian British Any other Asian background	0.70%
Black/African/Caribbean/Black British Black British	0.30%
Black/African/Caribbean/Black British African	0.60%
Any other ethnic group Arab	0.40%
Any other ethnic group Any other ethnic group	.3%



## FUNDRAISING ACTIVITIES/INCOME GENERATION

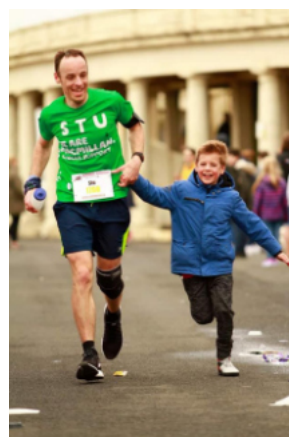
### INCOME

Blackburn with Darwen Borough Council  
 Big Lottery Fund - Awards for All  
 Carers Trust  
 • Quilter  
 • Cadent  
 Eric Wright Trust  
 Community Foundation for Lancashire  
 Triangle Trust

Our Community Our Future  
 Household Support Funding  
 Care Network  
 Carers Activities  
 Room Hire and Support Services  
 Students Placements  
 • Social Workers  
 • Medical Students

## FUNDRAISING ACTIVITIES/INCOME GENERATION *continued*

Donations	£8,369.00
Lasting Power of Attorney	£3,880.00
Fundraising <ul style="list-style-type: none"> <li>Stuart Wright Marathon</li> <li>Back to School Quiz</li> <li>BNI Events</li> </ul>	£1,963.67
Carers Dream Draw	£1,763.00
Sitting in Service - Wilpshire Golf Club	£ 638.50
Gift Aid	£1,587.71
<b>Total</b>	<b>£18,201.90</b>



## The Year in Numbers

### REFERRALS TO THE SERVICE

New referrals to the service	597
Existing Carers returning for support	326
<b>Total</b>	<b>923</b>

### ASSESSMENT & SUPPORT

Number of assessments carried out	628
Number of support groups held	140
Carers attending support groups	272
Number of welfare calls made	2114

### DEMOGRAPHICS

**Blackburn: 74%**  
**Darwen: 23%**  
**Other: 3%**  
**Female: 70%**  
**Male: 30%**

### THERAPIES

Massage	41
Counselling	132 carers
	489 Sessions

### VOLUNTEERING

New volunteers in 2020/2021	31
Total vols with the service	119
Volunteer hours	4210
Value to the service	£46,307.47
(Calculated at £11 per Hour)	

### BENEFITS

Appointments	483
Successful applications	116
Value of Successful applications	£498,028.08



## Our Offer

advisers are available to offer information and to sign post to other organisations.

- There are regular activities and training opportunities to give carers a break from their caring role.
- An open-door service - for as long as carers need it
- A full activity, trips and events programme
- Craft and social groups
- Carers Panels – who support the service through their experiences, knowledge and consultation
- Dementia Peer support and information workshops
- Benefits advice/support/home visits (fantastic success record)
- Complimentary therapies, e.g. full massage (subsidised by the Carers Service)
- Professional counselling sessions
- Life after caring workshops – enabling carers to 're-establish' themselves after caring
- Mon – Fri service including Out of hours' service 5-9pm
- Face to Face, 1 to 1 and advocacy support with highly experienced and knowledgeable advisers
- Support for carers who support someone with an addiction, Mental ill health, a learning or physical disability, long term and short-term conditions.
- Coordinated in house and specialist support for a holistic family approach
- Supporting carers with their health and well-being
- Carers Discount Cards – local businesses offering discounts for carers
- Emergency Planning for carers

## Activities during the Year



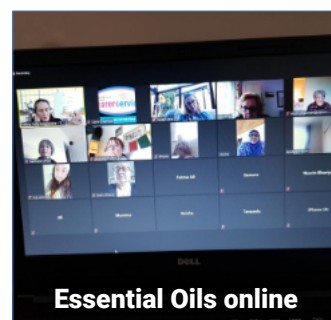
Afternoon Tea at Dolly's



Mindfull Crafts



Sewing Class



Essential Oils online



Walking Group



Festive Cake Making



Knitting & Crochet



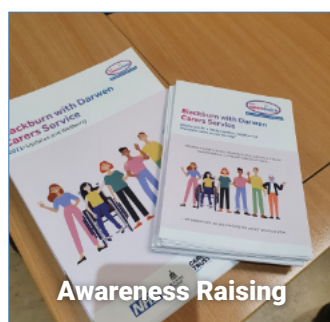
Picnic in the Park YACS



Disability Awareness Day



Activity Tai Chi



Awareness Raising



Carers Rights Day



# Activities & Workshops

## Activities

- Treasure Hunt
- Writing Club
- Sewing class
- Craft class
- Vegetarian Cooking
- Knit and Knatter
- Archery
- Coffee mornings
- Essential Oils

## Workshops

- Dementia Awareness
- Therapy through Art
- Pebble Art

## Well Being

- Meditation
- Reiki
- Self care
- Persian Mindfulness
- 5 ways to Well Being
- 7 steps to Happiness

## Exercise

- Canal walk
- Cycling
- Tai Chi
- Defence Class
- Yoga
- Walking group

## Projects

- Gardening
- Well Being Through Nature - Greenhouse
- Life after caring
- Bereavement Residential – Planning for tomorrow
- Aspirations – Business Workshops for Young Adult Carers
- Inspirations – Young Adult Carers
- Personal Budgets for carers
- Connecting carers - Pen Pal Packs
- Connecting carers - Tablets for carers
- Covid Community Champions
- Afternoon Tea – delivered to Carers home
- Aldi Vouchers for carers

## Activities Feedback

*“I feel I have grown as a person through the activities that I have attended, not only have they given me time out, but I have found techniques to manage and develop confidence. I was in a very dark place; the Carers Service has helped me to come to terms with my caring role, and find time for me. Everyone at the centre is helpful and it's somewhere I can just drop in. I attended the residential because I couldn't plan a holiday myself in the state I was in.”*

This carer initially presented with very low mood and lacked confidence, which had an impact on her caring role. She had a huge caring role looking after her mother with Alzheimer's, she was getting anxious, frustrated and depressed and not coping with her caring duties.

It was suggested to her to that some time out may benefit her mood, and give her a chance to revitalise herself in order to deal with her caring role. She attended a residential which was the first time she had got away for 5 years, where she had the opportunity to refresh herself. The residential gave her a boost of confidence and she has since attended several workshops on mindfulness and confidence building. She now presents a totally different outlook, more confident and able to cope with her situation.



Seated Yoga Exercise



Green House Project



Women's Health Meeting



Trip to Southport

### The Carers Service became a Community Champion for Covid

Through the Community Champions scheme councils and voluntary organisations have delivered a wide range of measures to protect those most at risk by building trust, communicating accurate health information and ultimately helping to save lives. This has included developing new networks of trusted local champions where they don't already exist.

The Community Champions tapped into their local networks and provided advice about COVID-19 and the vaccines. Champions also identified barriers to accessing accurate information and to provide tailored support, such as phone calls for people who are digitally excluded, helplines, and linking to other partner offers including GP surgeries.

The Carers Service was able to build trust, communicate accurate health information, increase vaccination uptake and ultimately help to save lives. The Service was able to empower at-risk groups to protect themselves and their families. Aiming to reduce the impact of the virus on all communities, engaging to tackle the disproportionate impact the pandemic has had on carers and their cared for and to provide accurate information about COVID -19 and the vaccines to everyone.

#### The Carers Service has:

- Encouraged Group Engagement – Groups allow the Service to disseminate information to more people at one time.
- Strengthened its online presence for sharing information using all social network platforms including Teams and Zoom
- Increased telephone engagement is stronger using both land lines and mobiles
- Increased Texting and What App have opened up communications with Young Adult Carers and other Adult Carers
- Created Activities and Incentives to offer a fun way of engaging carers and their families
- Consulted through online platforms to gather valuable insights to the needs and wants for carers and their families

The Carers Service has carried out the following projects in response to Covid- 19 in this financial year:

- Tablets/Mobile phones/wifi support
- One to one support (following safety guidelines)
- Groups in the park (Following safety guidelines)

- Counselling and Talking Therapies
- Life after Caring
- Training
- Well Being and Mental Health workshops
- Zoom activities
- Blogs and videos
- Telephone and online support
- Employment and volunteer workshops.
- Volunteering opportunities

#### Household Support Fund (BwD Council funding)

- Market Vouchers = 50 carers
- Keeping Warm Packs (Duvets and Pillows) = 100 carers
- Essential Food packs and Tins = 613 carers
- Gas and Electric Budgets = 61 to date

#### Vodafone Sim Card Project:

- Sim Cards = 21 carers to date

#### Carers Trust Shopping Vouchers Funding:

- Asda Food Voucher = 18 Carers

#### Fare Share Food Scheme

A big thank you to Dan Fisher from Tienda Digital, An Anonymous Donor and The Household Support Scheme for funding this Project.

The Scheme ran from 4/8/21 – 30/3/22

614 food packages were collected by carers over 32 weeks.

Check out Fare Share videos on Youtube



## Mental Health and Well Being Adviser

This new role:

- Provided support, information and guidance to Carers who look after someone with a mental health condition or are experiencing mental ill health themselves
- Provided 'Drop in to check in' carers support offering access to wellbeing opportunities to create coping mechanisms and strategies.

The project provided resources to support the carer:

- Journals
- Well-being activities including massage therapies and talking therapies.
- Respite opportunities
- Mental Health and Wellbeing workshops.

## Feedback From Carer

*"I had a very stereotypical view of what a 'carer' is so when my daughter started struggling badly with her mental health I didn't see myself as needing support. Over the course of the year things spiralled continually downwards and unfortunately so did my wellbeing and that of my son.*

*Adult Carers were recommended to me and I reached out, not really thinking they would be able to help my situation-how very wrong was I! I had an initial meeting and introduction to the support service and since then not only will be using the counselling support, I'm on the mailing list for events which look great and I'm using the drop-in sessions.*

*Last week was a very bad week in our house but the thought of being able to go to that drop-in session with Susan got me through. Within 20 minutes of being there I was laughing and felt strong enough to cope again. Without this I honestly think my family would have been broken down because I didn't realise how low I was and how much I had been struggling.*

*The impact of this role is that I have the support, the strength and know where to go for guidance with so many things. I have a high-pressured job with a large number of staff and I honestly thought I would always be the 'type' of person to cope but I couldn't and Susan showed me that's ok and gave me the tools to cope. I don't need to be off work thus impacting on lots of other people as I have the support network to cope now and my family life is better*

*As an individual Susan is brilliant in her role and I am so very grateful to her and the service overall"*





## Young Adult Carers

**Young Adult Carers** are aged between 16 to 25 years and who are caring for family, friends, siblings or their children, often without support which can lead to them being isolated from their peers, which can in turn lead to them suffering their own ill health or breakdown

Blackburn with Darwen Carers Service provide a wide range of support:

- 1-1 Support
- Advice on how to help the person they care for
- Group Support
- Trips & Activities
- Benefit advice
- Counselling
- Mindfulness,
- and much more



### I am a Young Adult Carer

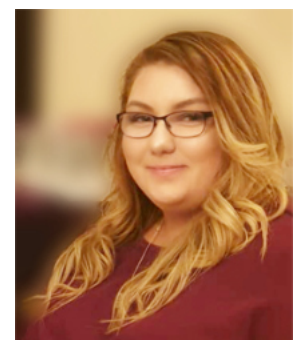
*"I joined the Carers Service in March 2019. Since then, I've received so much support. They listen and understand in every situation, giving the best support and advice. Since joining the Carers Service I have lost my Mum to cancer and the service has been there every step of the way to support me in any way that it can; whether that is support groups for advice and guidance, 1 to 1 sessions, financial support where possible, bereavement counselling or even nights/trips to take my mind off of things (which can be well needed sometimes).*

*Whilst everything has been going on with the global pandemic lockdown, the service has reached out to each of us to make sure we are feeling okay and getting through this tough time. Interactive zoom meetings keep the support going, altering and trying different times of day to make sure each person can get involved. My advisor has made it very clear that she is still available for any support or guidance we need, requesting a variety of outside guidance speakers to attend some meetings too and managing to keep the level of support as strong as it can be.*

*The service has a WhatsApp group which allows extra support and contact via other members. This means we can share things that are relatable and have a wider, flexible support network. Each member can bring something new to the group, for example university/college advice, a skill that could be taught or an extra ear to listen or guide.*

*Overall, The Carers Service has been a great help for me and I'm ultimately grateful and glad I have had the opportunity to join the group as it has helped me in so many ways"*

Thanks,  
Kerri Derorra



## Drug & Alcohol Support

We have a specific project which offers support for people who are concerned about someone else's substance misuse. Whether it's a family member or friend, drugs or alcohol, we are on hand to give information, advice and support. The service is non-judgemental and aims to make families living with the impact of substance misuse fully informed and aware of issues such as enabling and how families can play a part in a person's recovery.

We have:

- 1-1 support
- Support group
- Drop-in sessions with the local substance misuse service
- Information about drugs and their effects
- Advice about substance misuse services and recovery supports
- Darwen drop in at Café Hub

Plus the usual offer from the carers service – counselling, benefits support, trips, activities etc. Our new Drug and Alcohol Advisor, Georgina Russell, started with us in January 2022. Georgina is developing a package of support with the local substance misuse services and is keen to build up referrals to this part of the service.

### Case Study

*Pam has a son who uses large amounts of cannabis, drinks to excess regularly and also has mental health issues.*

*Pam's son was attacked, which left him with permanent injuries. This has been such a traumatic experience for Pam and impacted hugely on her own her mental health.*

*Pam was given 1-1 support. She found it useful to speak with someone impartial and say how her son's substance use and mental health was impacting on her. The advisor gave information on how to encourage her son to seek support from substance misuse services. Pam was also referred to our in-house counselling team to help her deal with everything that concerned her.*

*As her son was due to move in with her she was concerned about her financial situation. She was referred her to our benefits advisor for a full benefit check to make sure they were claiming the payments they were entitled to.*

*Pam was also sent a pamper pack to boost her morale and give her permission to look after herself more. Pam was given details for the support group so that she can learn from others in a similar situation.*

*Pam now feels that she is in a better place personally. She is aware of enabling behaviours and has boundaries in place around her son's use. She is very grateful for the support and is coping better with her situation.*



## Benefits Case Study

Carer rang me to for advice on carers allowance (CA). She had been caring for her mother in law (MIL) for approx. 20 years and had never received CA. MIL's health had been deteriorating over the years and the caring role was becoming more demanding. MIL was in receipt of the high rate mobility of disability living allowance but no care component. I explained the eligibility criteria for CA, MIL needed to be in receipt of the middle or high rate of the care component for carer to qualify for CA.

Due to the continued deterioration of MIL's health I advised that I could write a letter to the DWP asking them to look at her claim again and request an award for DLA high rate care component. However, I did explain that as she is of pension age there was a possibility that she could be moved over to Attendance Allowance and as a result lose her entitlement to the DLA mobility component. There was no guarantee she would be awarded DLA care component or Attendance Allowance so she was at risk of losing her current DLA award. MIL agreed for me to write the letter to the DWP even though she knew of the risk. I advised her to enclose a copy of her medical report with my letter.

She received a reply from the DWP inviting her to make a claim for Personal Independence Payment (PIP) which she did. Her PIP claim was successful and she was awarded the standard rate of daily living and mobility. This increased her weekly payments from £62.55 to £83.70p,

giving her a total increase of £21.15p per week.

It also ant that the carer could now make a claim for CA and now has a weekly income of £67.60p.

Total weekly increase of £88.75p (£21.15p+ £67.60p) in benefits for both the carer and cared for. Previous annual income from benefits was £3,252.60p (£62.55 x 52 weeks)

New annual increase from benefits is £7,867,60p (£83.70p + £67.60p = £151.30p x 52 weeks).

### Benefits Feedback:

*'I don't understand English very well and often struggle to communicate with people. I'm really glad I spoke to you today, I was able to understand you because you speak my language. From now on I will contact you for all my benefits queries.'*

*'Thank you, Yasmin, for your quick response to my query. With your advice I have managed to get myself sorted.'*

*'Thank you, Yasmin for taking the time to return my call and respond to my query. It is very much appreciated.'*

*'Thank you for your advice Yasmin. I've spoken to Dr's secretary, I am sending an email with my request, as you explained. Thanks so much for your help - I need it!'*

## Volunteering

Total of **31** new Volunteers

Total of **119** volunteers

Total hours - **4209hrs**

This equates to **£46,307** (Based on £11.00 per hour)

### Volunteer Case study

*Hello, I would just like to say how valuable and very important you and your Carers Service team are to me, with all the classes that you provide and help, it's a great comfort to me knowing you and your team are there to help me and others I may add.*

*You are a real credit to me which I know I can rely on the services you have available.*

*I've been thoroughly enjoying being involved in supporting the fare share food scheme every week, it gives me great pleasure to give back to the service where possible.*

*I'm looking forward to offering carers a befriending service through a regular weekly call, I can appreciate caring can get lonely and would love to offer my time to those on their own.*





## Afternoon Tea For Carers



Thank you to The Rank Foundation for our “Carers Afternoon Teas”  
Our lovely volunteers delivered Afternoon Teas to our isolated carers.  
There was a fab selection of sandwiches and tasty cakes

### Carers told us:

“It was a lovely caring  
thoughtful act of  
kindness”

“A surprise that  
brightened my day”

“Thank you so much  
we really appreciate  
your treats xxx”

“This just arrived, thanks so  
much, it’s such a good  
treat”

Thank you so  
much, it looks  
delicious.

“was so not  
expecting these  
goodies”

“Thank you very much for  
the afternoon tea on  
Monday, it was great and  
very kind gesture”

Thank u so much  
it’s lovely much  
appreciated

Thank you for the  
lovely treat looks  
really good not to  
share..

Thank you so much just  
finished schooling and I  
can have a munch now  
thank you

“Thank you very much  
for the afternoon tea on  
Monday, it was great  
and very kind gesture”

## Carers Feedback

"I really view you as part of my support team, the last year wouldn't have been bearable without you." Thank you for your support my caring and time consuming, but I wouldn't change it for the world. Unless I could turn back the clock to do all I can to support my son for as long as it's possible for me to do so and I'm immensely grateful for all the support that has been given to me on this journey.

"Firstly I would like to say what a great service you run, it is so helpful and I feel like I always have someone there for me when I need it. Secondly, I would like to make you aware how amazing Parveen is, she is an asset to your organisation. She has helped me a lot, she is empathetic to my situation, listens and advises me and points me in the right direction when I require it."

"I am very grateful to all that you have done for me, your advice and guidance has been invaluable, it helped me to get the much-needed social care assessment, benefit check, OT intervention and help with my energy bills."

"Thanks for keeping in touch"

"The Aldi vouchers couldn't have come at a better time, we were desperate."

"I am very grateful to all that you have done for me, your advice and guidance has been invaluable, it helped me to get the much-needed social care assessment, benefit check, OT intervention and help with my energy bills."

"Thanks a lot for all your help Yasmin you've really helped by making things clearer. You have pointed me in the right direction"

There when you need us on  
 **01254 688440**

 [\*\*office@bwdcarers.org.uk\*\*](mailto:office@bwdcarers.org.uk)

 [\*\*www.bwdcarers.org.uk\*\*](http://www.bwdcarers.org.uk)

    **/BlackburnCarers**

Find us on  
**YouTube**



Charity Number: 1120110

REGISTERED COMPANY NUMBER: 05881757 (England and Wales)  
REGISTERED CHARITY NUMBER: 1120110

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**  
**FOR**  
**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

Champion TLL Ltd  
Chartered Accountants  
7-9 Station Road  
Hesketh Bank  
Preston  
Lancashire  
PR4 6SN



**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

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**FOR THE YEAR ENDED 31ST MARCH 2022**

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## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

The objective of the charitable company is to relieve the need of persons who are ill, disabled or who are elderly and have a charitable need, primarily but not exclusively resident or working in Blackburn with Darwen and the surrounding area, by the provision of advice, information and support to those persons, their relatives or carers with the object of improving the conditions of life of the said beneficiaries.

##### **Our Mission**

Blackburn with Darwen Carers Service exists to provide a 'one stop' carers centre that offers support, information and advice to all unpaid carers within Blackburn with Darwen.

We want to raise awareness of the needs of carers, encourage carers to participate and have a voice.

##### **Our Vision**

Our vision is of a community in which carers have a voice and their needs are recognised and respected. That they are empowered to achieve their goals and aspirations in their caring role.

##### **Carers Service Strap Line**

Support for family members caring for someone where there is an illness or disability.

Bringing carers and the carers service together as expert partners to ensure carers needs, wishes and feelings are at the heart of everything we do.

Supporting you so you can help those you care for.

##### **Public benefit**

The Trustees have considered the Charity Commission guidance regarding public benefit and are content that the Charity has met the requirements as described above

##### **Grantmaking**

Small grant programmes organised by the charitable company are managed in accordance with guidance and rules set down by our external partners. They are for activities which conform to the objects of our charity and are distributed to eligible candidates.

##### **Volunteers**

Total of **31** new Volunteers

Total of **119** Volunteers

Total hours - **4209hrs**

This equates to **£46,307** (Based on £11.00 per hour)

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The Charity have achieved the following activities during the year:-

**Activities**

- o Treasure Hunt
- o Writing Club
- o Sewing class
- o Craft class
- o Vegetarian Cooking
- o Knit and Knatter
- o Archery
- o Coffee mornings
- o Essential Oils

**Workshops**

- o Dementia Awareness
- o Therapy through Art
- o Pebble Art

**Well Being**

- o Meditation
- o Reiki
- o Self care
- o Persian Mindfulness
- o 5 ways to Well Being
- o 7 steps to Happiness

**Exercise**

- o Canal walk
- o Cycling
- o Tai Chi
- o Defence Class
- o Yoga
- o Walking group

**Projects**

- o Gardening
- o Well Being Through Nature - Greenhouse
- o Life after caring
- o Bereavement Residential - Planning for tomorrow
- o Aspirations - Business Workshops for Young Adult Carers
- o Inspirations - Young Adult Carers
- o Personal Budgets for carers
- o Connecting carers - Pen Pal Packs
- o Connecting carers - Tablets for carers
- o Covid Community Champions
- o Afternoon Tea - delivered to Carers home
- o Aldi Vouchers for carers

**Community Champion for Covid**

Through the Community Champions scheme councils and voluntary organisations have delivered a wide range of measures to protect those most at risk by building trust, communicating accurate health information and ultimately helping to save lives. This has included developing new networks of trusted local champions where they don't already exist.



## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

The Community Champions tapped into their local networks and provided advice about COVID-19 and the vaccines. Champions also identified barriers to accessing accurate information and to provide tailored support, such as phone calls for people who are digitally excluded, helplines, and linking to other partner offers including GP surgeries.

The Carers Service was able to build trust, communicate accurate health information, increase vaccination uptake and ultimately help to save lives. The Service was able to empower at-risk groups to protect themselves and their families. Aiming to reduce the impact of the virus on all communities, engaging to tackle the disproportionate impact the pandemic has had on carers and their cared for and to provide accurate information about COVID -19 and the vaccines to everyone.

#### **The Carers Service has:**

- o Encouraged Group Engagement - Groups allow the Service to disseminate information to more people at one time.
- o Strengthened its online presence for sharing information using all social network platforms including Teams and Zoom
- o Increased telephone engagement is stronger using both land lines and mobiles
- o Increased Texting and What App have opened up communications with Young Adult Carers and other Adult Carers
- o Created Activities and Incentives to offer a fun way of engaging carers and their families
- o Consulted through online platforms to gather valuable insights to the needs and wants for carers and their families

The Carers Service has carried out the following projects in response to Covid- 19 in this financial year:

- o Tablets/Mobile phones/wifi support
- o One to one support (following safety guidelines)
- o Groups in the park (Following safety guidelines)
- o Counselling and Talking Therapies
- o Life after Caring
- o Training
- o Well Being and Mental Health workshops
- o Zoom activities
- o Blogs and videos
- o Telephone and online support
- o Employment and volunteer workshops.
- o Volunteering opportunities

#### **Household Support Fund (BwD Council funding)**

- o Market Vouchers = 50 carers
- o Keeping Warm Packs (Duvets and Pillows) = 100 carers
- o Essential Food packs and Tins = 613 carers
- o Gas and Electric Budgets = 61 to date

#### **Vodafone Sim Card Project:**

- o Sim Cards = 21 carers to date

#### **Carers Trust Shopping Vouchers Funding:**

- o Asda Food Voucher = 18 Carers

#### **Fare Share Food Scheme**

A big thank you to Dan Fisher from Tienda Digital, An Anonymous Donor and The Household Support Scheme for funding this Project.

The Scheme ran from 4/8/21 - 30/3/22

614 food packages were collected by carers over 32 weeks.

Check out Fare Share videos on Youtube

#### **Mental Health and Well Being Adviser**

This new role of the adviser:

- o Provided support, information and guidance to Carers who look after someone with a mental health condition or are experiencing mental ill health themselves
- o Provided 'Drop in to check in' carers support offering access to wellbeing opportunities to create coping mechanisms and strategies.

## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

The project provided resources to support the carer:

- o Journals
- o Well- being activities including massage therapies and talking therapies.
- o Respite opportunities
- o Mental Health and Wellbeing workshops.

Young Adult Carers are aged between 16 to 25 years and who are caring for family, friends, siblings or their children, often without support which can lead to them being isolated from their peers, which can in turn lead to them suffering their own ill health or breakdown

Blackburn with Darwen Carers Service provide a wide range of support:

- o 1-1 Support
- o Advice on how to help the person they care for
- o Group Support
- o Trips & Activities
- o Benefit advice
- o Counselling
- o Mindfulness,
- o and much more

We have a specific project which offers support for people who are concerned about someone else's substance misuse. Whether it's a family member or friend, drugs or alcohol, we are on hand to give information, advice and support. The service is non-judgemental and aims to make families living with the impact of substance misuse fully informed and aware of issues such as enabling and how families can play a part in a person's recovery.

We have:

- o 1-1 support
- o Support group
- o Drop-in sessions with the local substance misuse service
- o Information about drugs and their effects
- o Advice about substance misuse services and recovery supports
- o Darwen drop in at Café Hub

Plus the usual offer from the carers service - counselling, benefits support, trips, activities etc.

Our new Drug and Alcohol Advisor, Georgina Russell, started with us in January 2022. Georgina is developing a package of support with the local substance misuse services and is keen to build up referrals to this part of the service.

#### **FINANCIAL REVIEW**

##### **Financial position**

The financial statements are as presented on pages 9 to 21 inclusive

##### **Principal funding sources**

The principal funders of the charitable company are Blackburn with Darwen Borough Council.

##### **Investment policy and objectives**

The Trustees regularly review the level of funds held and whether there is any need to invest amounts which may attract a better return. In the current climate there are no attractive interest rates but monies held in bank accounts are split between different banks in order to help protect against loss of funds if a bank were to go into liquidation. Most funds are required in the short to medium term and as such it is not appropriate to commit cash to long-term investments.

## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The Service has previously maintained reserves at a level that will enable the organisation to operate at reasonable levels to meet operating expenditure for a period of six months, based on total expenditure of the year. This target level equates to £195,000 compared with the actual free funds of £179,101 held at the year end.

The Service aims to maintain a contingency fund in the event of a catastrophic reduction of income which will allow the Trustees and management time to determine the most appropriate way forward for the service, and provide funds, available at the discretion of the Trustees, to support service delivery proposals.

##### **Treasurer's Report**

Over the last twelve months the Service has continued to be affected by the Covid epidemic and remains challenged by reductions in income. In the current financial year overall income reduced by 12% compared to the previous year. To compensate for this our staff have worked extremely hard to contain costs and have been successful in reducing overall expenditure by 7%. As a consequence of these actions the overall deficit for the year is £5,416.

The Covid epidemic has made it difficult to put effective plans for the future in place over the last two years. In order to maintain acceptable service levels the Service is budgeting for a deficit over the forthcoming year which will be financed from reserves over the next twelve months although it may be possible to raise additional funds which will reduce this deficit. As the pandemic now hopefully subsides the Trustees and management will be focusing on future strategy options which will include how the Service can move into a financially sustainable model.

The level of reserves does provide financial stability of the Service in the short to medium term which enables the Trustees to balance the requirement to provide service levels within the context of uncertain future income streams and reserve utilisation. As a consequence the Trustees and management remain confident that service levels will be maintained over the next twelve months.

#### **FUTURE PLANS**

The charity plan to continue the activities referred to above and described in more detail in the Annual Review attached.

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

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### **Charity constitution**

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 19th July 2006 and is a registered charity number 1120110.

##### **Recruitment and appointment of new trustees**

The management of the charitable company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association dated 19 July 2006.

#### **POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

Policies are in place to induct and train new Trustees and comply with the Memorandum and Articles of Association.

##### **All Trustees:**

Have a full induction

Take part in Governance Training

Are allocated a subcommittee role

Are given a Carers Service Trustee Handbook

Are given A hard copy of Good Governance handbook (NCVO)

Complete a Trustee Appraisal

## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

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

##### **Organisational structure**

The charitable company is managed by a full committee of the Trustees. Meetings are held regularly to effectively control the running of the organisation.

Trustee Board meets quarterly

Subcommittees meet quarterly

Trustee roles - Chair, Vice Chair, Treasurer and Secretary.

A Scheme of Delegation is in place to ensure decisions are authorised at the correct level of responsibility

##### **Risk management**

The Trustees have assessed the major risks to which the charitable company is exposed, in particular those related to the operations and finances of the charitable company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

" Risks are standing agenda item and are reviewed and addressed at Trustee Board Meetings

" Covid - The Service has the appropriate risk assessments in place in line with Government guidelines

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

05881757 (England and Wales)

##### **Registered Charity number**

1120110

##### **Registered office**

Blackburn with Darwen Carers Services  
Kingsway  
Greenhurst Place  
Blackburn  
BB2 1NA

##### **Trustees**

Mrs HN Goodall

D Radley (resigned 9.6.2021)

J Hadleigh

G Brindley

A Pickup

M Kirker

C Higham (appointed 30.11.2021)

R Mayat (appointed 28.2.2022)

##### **Company Secretary**

Ms S Morris

##### **Independent Examiner**

Peter Buck

FCA DChA

Champion TLL Ltd

Chartered Accountants

7-9 Station Road

Hesketh Bank

Preston

Lancashire

PR4 6SN

##### **Bankers**

Barclays Bank



**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

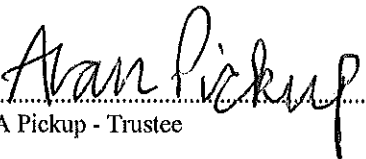
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS**  
**KEY MANAGEMENT PERSONNEL**

During the year the Trustees delegated responsibility for the day-to-day management of the charity to the following senior employees:

Sam Morris - Chief Executive Officer  
Clare Hobley - Head of Services

Approved by order of the board of trustees on .....21.07.2022..... and signed on its behalf by:

  
.....  
A Pickup - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**Independent examiner's report to the trustees of Blackburn with Darwen Carers Service Ltd ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2022.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCA DChA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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



Peter Buck  
FCA DChA  
Champion TLL Ltd  
Chartered Accountants  
7-9 Station Road  
Hesketh Bank  
Preston  
Lancashire  
PR4 6SN

Date: ..... 27.07.2022

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	38,468	84,062	122,530	156,402
<b>Charitable activities</b>	4				
Direct charitable activities		235,083	-	235,083	248,492
Other trading activities	3	4,430	-	4,430	1,914
<b>Total</b>		<u>277,981</u>	<u>84,062</u>	<u>362,043</u>	<u>406,808</u>
<b>EXPENDITURE ON</b>					
Raising funds	5	932	-	932	906
<b>Charitable activities</b>	6				
Direct charitable activities		282,590	83,937	366,527	390,341
<b>Total</b>		<u>283,522</u>	<u>83,937</u>	<u>367,459</u>	<u>391,247</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>(5,541)</u>	<u>125</u>	<u>(5,416)</u>	<u>15,561</u>
<b>Transfers between funds</b>	16	<u>12,178</u>	<u>(12,178)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>6,637</u>	<u>(12,053)</u>	<u>(5,416)</u>	<u>15,561</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>226,507</u>	<u>16,206</u>	<u>242,713</u>	<u>227,152</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>233,144</u></u>	<u><u>4,153</u></u>	<u><u>237,297</u></u>	<u><u>242,713</u></u>

The notes form part of these financial statements

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**BALANCE SHEET**  
**31ST MARCH 2022**

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	4,729	-	4,729	4,771
<b>CURRENT ASSETS</b>					
Debtors	14	2,107	-	2,107	1,086
Cash at bank and in hand		256,178	4,153	260,331	240,751
		<u>258,285</u>	<u>4,153</u>	<u>262,438</u>	<u>241,837</u>
<b>CREDITORS</b>					
Amounts falling due within one year	15	(29,870)	-	(29,870)	(3,895)
<b>NET CURRENT ASSETS</b>		<u>228,415</u>	<u>4,153</u>	<u>232,568</u>	<u>237,942</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>233,144</u>	<u>4,153</u>	<u>237,297</u>	<u>242,713</u>
<b>NET ASSETS</b>		<u>233,144</u>	<u>4,153</u>	<u>237,297</u>	<u>242,713</u>
<b>FUNDS</b>	16				
Unrestricted funds:					
General fund				179,101	176,507
Designated Fund				54,043	50,000
				<u>233,144</u>	<u>226,507</u>
Restricted funds:					
Restricted				4,153	16,206
<b>TOTAL FUNDS</b>				<u>237,297</u>	<u>242,713</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.



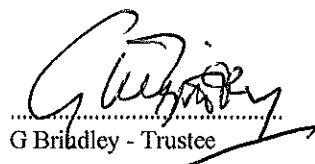
**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**BALANCE SHEET - continued**  
**31ST MARCH 2022**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 21-03-22 and were signed on its behalf by:

  
A Pickup - Trustee

  
G Bridley - Trustee

The notes form part of these financial statements

## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31ST MARCH 2022**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

##### **Allocation and apportionment of costs**

Costs not directly associated with a given charitable activity or fundraising activity should be allocated to these activities on an appropriate basis. Support costs relating to fundraising are absorbed during the year as part of the management account process and as such a fair allocation has already been made to this activity. The remaining support costs are all allocated to the one direct charitable activity.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment and IT - 25% on cost

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

##### **Company status**

The charitable company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charitable company.

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST MARCH 2022**

**2. DONATIONS AND LEGACIES**

	2022	2021
	£	£
Donations	14,533	2,972
Grants	107,997	153,430
	<u>122,530</u>	<u>156,402</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Big Lottery Fund	58,573	92,269
Eric Wright Trust	27,500	-
Awards For All	-	10,000
Carers Trust	6,228	18,289
Community Foundation for Lancashire	-	5,000
The Rank Foundation	-	22,872
Triangle Trust	-	5,000
Our Community Our Future	2,000	-
Household Support Funding	10,696	-
Care Network	3,000	-
	<u>107,997</u>	<u>153,430</u>

**3. OTHER TRADING ACTIVITIES**

	2022	2021
	£	£
Fundraising events	<u>4,430</u>	<u>1,914</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	2022	2021
		£	£
Sundry income	Direct charitable activities	7,830	5,117
Room hire and support services	Direct charitable activities	2,783	3,250
Contract income	Direct charitable activities	<u>224,470</u>	<u>240,125</u>
		<u>235,083</u>	<u>248,492</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
BWD Borough Council	224,470	214,999
Families, Health and Wellbeing Consortium	-	900
Shelter	-	24,226
	<u>224,470</u>	<u>240,125</u>

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**5. RAISING FUNDS**

**Raising donations and legacies**

	2022	2021
	£	£
Fundraising costs	932	906
	<u>          </u>	<u>          </u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Grant funding of activities (see note 7) £	Support costs (see note 8) £	Totals £
Direct charitable activities	351,177	12,162	3,188	366,527
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**7. GRANTS PAYABLE**

	2022	2021
	£	£
Direct charitable activities	12,162	8,583
	<u>          </u>	<u>          </u>

**8. SUPPORT COSTS**

	Governance costs £
Direct charitable activities	3,188
	<u>          </u>

**9. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	2,701	2,824
	<u>          </u>	<u>          </u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2022 nor for the year ended 31st March 2021.

**Trustees' expenses**

Trustees' expenses paid during the year totalled £Nil (2021: £nil).



**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**11. STAFF COSTS**

None of the employees have employee benefits in excess of £60,000.

The average number of staff employed during the period was 7 (2021: 8).

The key management personnel of the charity comprise the Chief Executive Officer and the Head of Services .  
The total employee benefits of the key management personnel of the charity during the year were £68,504 (2021: £60,549).

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	3,471	152,931	156,402
<b>Charitable activities</b>			
Direct charitable activities	248,492	-	248,492
Other trading activities	1,749	165	1,914
<b>Total</b>	253,712	153,096	406,808
<b>EXPENDITURE ON</b>			
Raising funds	906	-	906
<b>Charitable activities</b>			
Direct charitable activities	246,784	143,557	390,341
<b>Total</b>	247,690	143,557	391,247
<b>NET INCOME</b>	6,022	9,539	15,561
<b>Transfers between funds</b>	22,778	(22,778)	-
<b>Net movement in funds</b>	28,800	(13,239)	15,561
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	197,707	29,445	227,152
<b>TOTAL FUNDS CARRIED FORWARD</b>	226,507	16,206	242,713

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST MARCH 2022**

**13. TANGIBLE FIXED ASSETS**

	Equipment and IT £
<b>COST</b>	
At 1st April 2021	54,658
Additions	2,659
	<hr/>
At 31st March 2022	57,317
	<hr/>
<b>DEPRECIATION</b>	
At 1st April 2021	49,887
Charge for year	2,701
	<hr/>
At 31st March 2022	52,588
	<hr/>
<b>NET BOOK VALUE</b>	
At 31st March 2022	4,729
	<hr/>
At 31st March 2021	4,771
	<hr/>

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade debtors	475	246
Prepayments and accrued income	1,632	840
	<hr/>	<hr/>
	2,107	1,086
	<hr/>	<hr/>

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade creditors	573	450
Other creditors	32	35
Accruals and deferred income	20,000	-
Accrued expenses	9,265	3,410
	<hr/>	<hr/>
	29,870	3,895
	<hr/>	<hr/>

**16. MOVEMENT IN FUNDS**

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	176,507	(4,562)	7,156	179,101
Designated Fund	50,000	(979)	5,022	54,043
	<hr/>	<hr/>	<hr/>	<hr/>
	226,507	(5,541)	12,178	233,144
<b>Restricted funds</b>				
Restricted	16,206	125	(12,178)	4,153
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	242,713	(5,416)	-	237,297
	<hr/>	<hr/>	<hr/>	<hr/>

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**16. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	247,038	(251,600)	(4,562)
Designated Fund	30,943	(31,922)	(979)
	<hr/>	<hr/>	<hr/>
	277,981	(283,522)	(5,541)
<b>Restricted funds</b>			
Restricted	84,062	(83,937)	125
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<hr/> <hr/> 362,043	<hr/> <hr/> (367,459)	<hr/> <hr/> (5,416)

**Comparatives for movement in funds**

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	147,083	2,487	26,937	176,507
Designated Fund	50,624	3,535	(4,159)	50,000
	<hr/>	<hr/>	<hr/>	<hr/>
	197,707	6,022	22,778	226,507
<b>Restricted funds</b>				
Restricted	29,445	9,539	(22,778)	16,206
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<hr/> <hr/> 227,152	<hr/> <hr/> 15,561	<hr/> <hr/> -	<hr/> <hr/> 242,713

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	229,485	(226,998)	2,487
Designated Fund	24,227	(20,692)	3,535
	<hr/>	<hr/>	<hr/>
	253,712	(247,690)	6,022
<b>Restricted funds</b>			
Restricted	153,096	(143,557)	9,539
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<hr/> <hr/> 406,808	<hr/> <hr/> (391,247)	<hr/> <hr/> 15,561

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**16. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	147,083	(2,075)	34,093	179,101
Designated Fund	50,624	2,556	863	54,043
	<u>197,707</u>	<u>481</u>	<u>34,956</u>	<u>233,144</u>
<b>Restricted funds</b>				
Restricted	29,445	9,664	(34,956)	4,153
	<u>227,152</u>	<u>10,145</u>	<u>-</u>	<u>237,297</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	476,523	(478,598)	(2,075)
Designated Fund	55,170	(52,614)	2,556
	<u>531,693</u>	<u>(531,212)</u>	<u>481</u>
<b>Restricted funds</b>			
Restricted	237,158	(227,494)	9,664
	<u>768,851</u>	<u>(758,706)</u>	<u>10,145</u>

**Transfers between funds**

The transfers between fund represents costs incurred in head office and central activities relating to restricted projects which have been recharged by way of a management charge; and a transfer between general and designated funds to update the contingency fund for future restructuring costs.

**17. EMPLOYEE BENEFIT OBLIGATIONS**

The charitable company operates a defined contributions pension scheme through True Potential. The assets of the scheme are held separately from the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £11,376 (2021: £11,036).

Monies totalling £3,022 (2021: £1,490) represented two month's contributions and were payable to the fund at the balance sheet date and are included in creditors.



**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**18. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st March 2022.

**19. ULTIMATE CONTROLLING PARTY**

The charitable company is controlled by the trustees.

**20. FUNDS**

Restricted funds relate to voluntary donations and grants which are for specific purposes but not fully spent at the year end, and are as follows :Eric Wright Trust £1,289, Covid Champions £218 and Lottery £2,646.

The designated funds relate to monies unspent at the year end received from contracted income/service level agreements which are not classed as restricted voluntary income but can still only be spent on specific projects, and a provision for continuity costs totalling £54,043.

There are also general free funds of £179,101.

REGISTERED COMPANY NUMBER: 05881757 (England and Wales)  
REGISTERED CHARITY NUMBER: 1120110

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**  
**FOR**  
**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

Champion TLL Ltd  
Chartered Accountants  
7-9 Station Road  
Hesketh Bank  
Preston  
Lancashire  
PR4 6SN

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**CONTENTS OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

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<b>Balance Sheet</b>	<b>10 to 11</b>
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## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

The objective of the charitable company is to relieve the need of persons who are ill, disabled or who are elderly and have a charitable need, primarily but not exclusively resident or working in Blackburn with Darwen and the surrounding area, by the provision of advice, information and support to those persons, their relatives or carers with the object of improving the conditions of life of the said beneficiaries.

##### **Our Mission**

Blackburn with Darwen Carers Service exists to provide a 'one stop' carers centre that offers support, information and advice to all unpaid carers within Blackburn with Darwen.

We want to raise awareness of the needs of carers, encourage carers to participate and have a voice.

##### **Our Vision**

Our vision is of a community in which carers have a voice and their needs are recognised and respected. That they are empowered to achieve their goals and aspirations in their caring role.

##### **Carers Service Strap Line**

Support for family members caring for someone where there is an illness or disability.

Bringing carers and the carers service together as expert partners to ensure carers needs, wishes and feelings are at the heart of everything we do.

Supporting you so you can help those you care for.

##### **Public benefit**

The Trustees have considered the Charity Commission guidance regarding public benefit and are content that the Charity has met the requirements as described above

##### **Grantmaking**

Small grant programmes organised by the charitable company are managed in accordance with guidance and rules set down by our external partners. They are for activities which conform to the objects of our charity and are distributed to eligible candidates.

##### **Volunteers**

Total of **31** new Volunteers

Total of **119** Volunteers

Total hours - **4209hrs**

This equates to **£46,307** (Based on £11.00 per hour)

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The Charity have achieved the following activities during the year:-

**Activities**

- o Treasure Hunt
- o Writing Club
- o Sewing class
- o Craft class
- o Vegetarian Cooking
- o Knit and Knatter
- o Archery
- o Coffee mornings
- o Essential Oils

**Workshops**

- o Dementia Awareness
- o Therapy through Art
- o Pebble Art

**Well Being**

- o Meditation
- o Reiki
- o Self care
- o Persian Mindfulness
- o 5 ways to Well Being
- o 7 steps to Happiness

**Exercise**

- o Canal walk
- o Cycling
- o Tai Chi
- o Defence Class
- o Yoga
- o Walking group

**Projects**

- o Gardening
- o Well Being Through Nature - Greenhouse
- o Life after caring
- o Bereavement Residential - Planning for tomorrow
- o Aspirations - Business Workshops for Young Adult Carers
- o Inspirations - Young Adult Carers
- o Personal Budgets for carers
- o Connecting carers - Pen Pal Packs
- o Connecting carers - Tablets for carers
- o Covid Community Champions
- o Afternoon Tea - delivered to Carers home
- o Aldi Vouchers for carers

**Community Champion for Covid**

Through the Community Champions scheme councils and voluntary organisations have delivered a wide range of measures to protect those most at risk by building trust, communicating accurate health information and ultimately helping to save lives. This has included developing new networks of trusted local champions where they don't already exist.

## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

The Community Champions tapped into their local networks and provided advice about COVID-19 and the vaccines. Champions also identified barriers to accessing accurate information and to provide tailored support, such as phone calls for people who are digitally excluded, helplines, and linking to other partner offers including GP surgeries.

The Carers Service was able to build trust, communicate accurate health information, increase vaccination uptake and ultimately help to save lives. The Service was able to empower at-risk groups to protect themselves and their families. Aiming to reduce the impact of the virus on all communities, engaging to tackle the disproportionate impact the pandemic has had on carers and their cared for and to provide accurate information about COVID -19 and the vaccines to everyone.

#### **The Carers Service has:**

- o Encouraged Group Engagement - Groups allow the Service to disseminate information to more people at one time.
- o Strengthened its online presence for sharing information using all social network platforms including Teams and Zoom
- o Increased telephone engagement is stronger using both land lines and mobiles
- o Increased Texting and What App have opened up communications with Young Adult Carers and other Adult Carers
- o Created Activities and Incentives to offer a fun way of engaging carers and their families
- o Consulted through online platforms to gather valuable insights to the needs and wants for carers and their families

The Carers Service has carried out the following projects in response to Covid- 19 in this financial year:

- o Tablets/Mobile phones/wifi support
- o One to one support (following safety guidelines)
- o Groups in the park (Following safety guidelines)
- o Counselling and Talking Therapies
- o Life after Caring
- o Training
- o Well Being and Mental Health workshops
- o Zoom activities
- o Blogs and videos
- o Telephone and online support
- o Employment and volunteer workshops.
- o Volunteering opportunities

#### **Household Support Fund (BwD Council funding)**

- o Market Vouchers = 50 carers
- o Keeping Warm Packs (Duvets and Pillows) = 100 carers
- o Essential Food packs and Tins = 613 carers
- o Gas and Electric Budgets = 61 to date

#### **Vodafone Sim Card Project:**

- o Sim Cards = 21 carers to date

#### **Carers Trust Shopping Vouchers Funding:**

- o Asda Food Voucher = 18 Carers

#### **Fare Share Food Scheme**

A big thank you to Dan Fisher from Tienda Digital, An Anonymous Donor and The Household Support Scheme for funding this Project.

The Scheme ran from 4/8/21 - 30/3/22

614 food packages were collected by carers over 32 weeks.

Check out Fare Share videos on Youtube

#### **Mental Health and Well Being Adviser**

This new role of the adviser:

- o Provided support, information and guidance to Carers who look after someone with a mental health condition or are experiencing mental ill health themselves
- o Provided 'Drop in to check in' carers support offering access to wellbeing opportunities to create coping mechanisms and strategies.



## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

The project provided resources to support the carer:

- o Journals
- o Well- being activities including massage therapies and talking therapies.
- o Respite opportunities
- o Mental Health and Wellbeing workshops.

Young Adult Carers are aged between 16 to 25 years and who are caring for family, friends, siblings or their children, often without support which can lead to them being isolated from their peers, which can in turn lead to them suffering their own ill health or breakdown

Blackburn with Darwen Carers Service provide a wide range of support:

- o 1-1 Support
- o Advice on how to help the person they care for
- o Group Support
- o Trips & Activities
- o Benefit advice
- o Counselling
- o Mindfulness,
- o and much more

We have a specific project which offers support for people who are concerned about someone else's substance misuse. Whether it's a family member or friend, drugs or alcohol, we are on hand to give information, advice and support. The service is non-judgemental and aims to make families living with the impact of substance misuse fully informed and aware of issues such as enabling and how families can play a part in a person's recovery.

We have:

- o 1-1 support
- o Support group
- o Drop-in sessions with the local substance misuse service
- o Information about drugs and their effects
- o Advice about substance misuse services and recovery supports
- o Darwen drop in at Café Hub

Plus the usual offer from the carers service - counselling, benefits support, trips, activities etc.

Our new Drug and Alcohol Advisor, Georgina Russell, started with us in January 2022. Georgina is developing a package of support with the local substance misuse services and is keen to build up referrals to this part of the service.

#### **FINANCIAL REVIEW**

##### **Financial position**

The financial statements are as presented on pages 9 to 21 inclusive

##### **Principal funding sources**

The principal funders of the charitable company are Blackburn with Darwen Borough Council.

##### **Investment policy and objectives**

The Trustees regularly review the level of funds held and whether there is any need to invest amounts which may attract a better return. In the current climate there are no attractive interest rates but monies held in bank accounts are split between different banks in order to help protect against loss of funds if a bank were to go into liquidation. Most funds are required in the short to medium term and as such it is not appropriate to commit cash to long-term investments.

## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The Service has previously maintained reserves at a level that will enable the organisation to operate at reasonable levels to meet operating expenditure for a period of six months, based on total expenditure of the year. This target level equates to £195,000 compared with the actual free funds of £179,101 held at the year end.

The Service aims to maintain a contingency fund in the event of a catastrophic reduction of income which will allow the Trustees and management time to determine the most appropriate way forward for the service, and provide funds, available at the discretion of the Trustees, to support service delivery proposals.

##### **Treasurer's Report**

Over the last twelve months the Service has continued to be affected by the Covid epidemic and remains challenged by reductions in income. In the current financial year overall income reduced by 12% compared to the previous year. To compensate for this our staff have worked extremely hard to contain costs and have been successful in reducing overall expenditure by 7%. As a consequence of these actions the overall deficit for the year is £5,416.

The Covid epidemic has made it difficult to put effective plans for the future in place over the last two years. In order to maintain acceptable service levels the Service is budgeting for a deficit over the forthcoming year which will be financed from reserves over the next twelve months although it may be possible to raise additional funds which will reduce this deficit. As the pandemic now hopefully subsides the Trustees and management will be focusing on future strategy options which will include how the Service can move into a financially sustainable model.

The level of reserves does provide financial stability of the Service in the short to medium term which enables the Trustees to balance the requirement to provide service levels within the context of uncertain future income streams and reserve utilisation. As a consequence the Trustees and management remain confident that service levels will be maintained over the next twelve months.

#### **FUTURE PLANS**

The charity plan to continue the activities referred to above and described in more detail in the Annual Review attached.

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

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### **Charity constitution**

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 19th July 2006 and is a registered charity number 1120110.

##### **Recruitment and appointment of new trustees**

The management of the charitable company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum and Articles of Association dated 19 July 2006.

#### **POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

Policies are in place to induct and train new Trustees and comply with the Memorandum and Articles of Association.

##### **All Trustees:**

Have a full induction

Take part in Governance Training

Are allocated a subcommittee role

Are given a Carers Service Trustee Handbook

Are given A hard copy of Good Governance handbook (NCVO)

Complete a Trustee Appraisal

## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2022**

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

##### **Organisational structure**

The charitable company is managed by a full committee of the Trustees. Meetings are held regularly to effectively control the running of the organisation.

Trustee Board meets quarterly

Subcommittees meet quarterly

Trustee roles - Chair, Vice Chair, Treasurer and Secretary.

A Scheme of Delegation is in place to ensure decisions are authorised at the correct level of responsibility

##### **Risk management**

The Trustees have assessed the major risks to which the charitable company is exposed, in particular those related to the operations and finances of the charitable company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

" Risks are standing agenda item and are reviewed and addressed at Trustee Board Meetings

" Covid - The Service has the appropriate risk assessments in place in line with Government guidelines

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

05881757 (England and Wales)

##### **Registered Charity number**

1120110

##### **Registered office**

Blackburn with Darwen Carers Services  
Kingsway  
Greenhurst Place  
Blackburn  
BB2 1NA

##### **Trustees**

Mrs HN Goodall

D Radley (resigned 9.6.2021)

J Hadleigh

G Brindley

A Pickup

M Kirker

C Higham (appointed 30.11.2021)

R Mayat (appointed 28.2.2022)

##### **Company Secretary**

Ms S Morris

##### **Independent Examiner**

Peter Buck

FCA DChA

Champion TLL Ltd

Chartered Accountants

7-9 Station Road

Hesketh Bank

Preston

Lancashire

PR4 6SN

##### **Bankers**

Barclays Bank

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

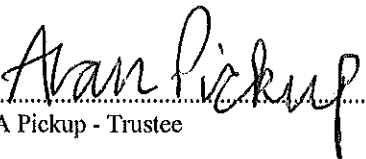
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS**  
**KEY MANAGEMENT PERSONNEL**

During the year the Trustees delegated responsibility for the day-to-day management of the charity to the following senior employees:

Sam Morris - Chief Executive Officer  
Clare Hobley - Head of Services

Approved by order of the board of trustees on .....21.07.2022..... and signed on its behalf by:

  
.....  
A Pickup - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**Independent examiner's report to the trustees of Blackburn with Darwen Carers Service Ltd ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2022.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCA DChA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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



Peter Buck  
FCA DChA  
Champion TLL Ltd  
Chartered Accountants  
7-9 Station Road  
Hesketh Bank  
Preston  
Lancashire  
PR4 6SN

Date: ..... 27.07.2022

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	38,468	84,062	122,530	156,402
<b>Charitable activities</b>	4				
Direct charitable activities		235,083	-	235,083	248,492
Other trading activities	3	4,430	-	4,430	1,914
<b>Total</b>		<u>277,981</u>	<u>84,062</u>	<u>362,043</u>	<u>406,808</u>
<b>EXPENDITURE ON</b>					
Raising funds	5	932	-	932	906
<b>Charitable activities</b>	6				
Direct charitable activities		282,590	83,937	366,527	390,341
<b>Total</b>		<u>283,522</u>	<u>83,937</u>	<u>367,459</u>	<u>391,247</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>(5,541)</u>	<u>125</u>	<u>(5,416)</u>	<u>15,561</u>
<b>Transfers between funds</b>	16	<u>12,178</u>	<u>(12,178)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>6,637</u>	<u>(12,053)</u>	<u>(5,416)</u>	<u>15,561</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		226,507	16,206	242,713	227,152
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>233,144</u></u>	<u><u>4,153</u></u>	<u><u>237,297</u></u>	<u><u>242,713</u></u>

The notes form part of these financial statements



**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**BALANCE SHEET**  
**31ST MARCH 2022**

	Notes	Unrestricted funds £	Restricted fund £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	4,729	-	4,729	4,771
<b>CURRENT ASSETS</b>					
Debtors	14	2,107	-	2,107	1,086
Cash at bank and in hand		256,178	4,153	260,331	240,751
		<u>258,285</u>	<u>4,153</u>	<u>262,438</u>	<u>241,837</u>
<b>CREDITORS</b>					
Amounts falling due within one year	15	(29,870)	-	(29,870)	(3,895)
<b>NET CURRENT ASSETS</b>		<u>228,415</u>	<u>4,153</u>	<u>232,568</u>	<u>237,942</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>233,144</u>	<u>4,153</u>	<u>237,297</u>	<u>242,713</u>
<b>NET ASSETS</b>		<u>233,144</u>	<u>4,153</u>	<u>237,297</u>	<u>242,713</u>
<b>FUNDS</b>	16				
Unrestricted funds:					
General fund				179,101	176,507
Designated Fund				54,043	50,000
				<u>233,144</u>	<u>226,507</u>
Restricted funds:					
Restricted				4,153	16,206
<b>TOTAL FUNDS</b>				<u>237,297</u>	<u>242,713</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

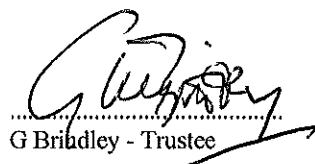
**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**BALANCE SHEET - continued**  
**31ST MARCH 2022**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 21-03-22 and were signed on its behalf by:

  
A Pickup - Trustee

  
G Bridley - Trustee

The notes form part of these financial statements

## **BLACKBURN WITH DARWEN CARERS SERVICE LTD**

### **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31ST MARCH 2022**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

##### **Allocation and apportionment of costs**

Costs not directly associated with a given charitable activity or fundraising activity should be allocated to these activities on an appropriate basis. Support costs relating to fundraising are absorbed during the year as part of the management account process and as such a fair allocation has already been made to this activity. The remaining support costs are all allocated to the one direct charitable activity.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment and IT - 25% on cost

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

##### **Company status**

The charitable company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charitable company.

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST MARCH 2022**

**2. DONATIONS AND LEGACIES**

	2022	2021
	£	£
Donations	14,533	2,972
Grants	107,997	153,430
	<u>122,530</u>	<u>156,402</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Big Lottery Fund	58,573	92,269
Eric Wright Trust	27,500	-
Awards For All	-	10,000
Carers Trust	6,228	18,289
Community Foundation for Lancashire	-	5,000
The Rank Foundation	-	22,872
Triangle Trust	-	5,000
Our Community Our Future	2,000	-
Household Support Funding	10,696	-
Care Network	3,000	-
	<u>107,997</u>	<u>153,430</u>

**3. OTHER TRADING ACTIVITIES**

	2022	2021
	£	£
Fundraising events	<u>4,430</u>	<u>1,914</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	2022	2021
		£	£
Sundry income	Direct charitable activities	7,830	5,117
Room hire and support services	Direct charitable activities	2,783	3,250
Contract income	Direct charitable activities	<u>224,470</u>	<u>240,125</u>
		<u>235,083</u>	<u>248,492</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
BWD Borough Council	224,470	214,999
Families, Health and Wellbeing Consortium	-	900
Shelter	-	24,226
	<u>224,470</u>	<u>240,125</u>

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**5. RAISING FUNDS**

**Raising donations and legacies**

	2022	2021
	£	£
Fundraising costs	932	906
	<u>          </u>	<u>          </u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Grant funding of activities (see note 7) £	Support costs (see note 8) £	Totals £
Direct charitable activities	351,177	12,162	3,188	366,527
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**7. GRANTS PAYABLE**

	2022	2021
	£	£
Direct charitable activities	12,162	8,583
	<u>          </u>	<u>          </u>

**8. SUPPORT COSTS**

	Governance costs £
Direct charitable activities	3,188
	<u>          </u>

**9. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	2,701	2,824
	<u>          </u>	<u>          </u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2022 nor for the year ended 31st March 2021.

**Trustees' expenses**

Trustees' expenses paid during the year totalled £Nil (2021: £nil).

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**11. STAFF COSTS**

None of the employees have employee benefits in excess of £60,000.

The average number of staff employed during the period was 7 (2021: 8).

The key management personnel of the charity comprise the Chief Executive Officer and the Head of Services .  
The total employee benefits of the key management personnel of the charity during the year were £68,504 (2021: £60,549).

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	3,471	152,931	156,402
<b>Charitable activities</b>			
Direct charitable activities	248,492	-	248,492
Other trading activities	1,749	165	1,914
<b>Total</b>	253,712	153,096	406,808
<b>EXPENDITURE ON</b>			
Raising funds	906	-	906
<b>Charitable activities</b>			
Direct charitable activities	246,784	143,557	390,341
<b>Total</b>	247,690	143,557	391,247
<b>NET INCOME</b>	6,022	9,539	15,561
<b>Transfers between funds</b>	22,778	(22,778)	-
<b>Net movement in funds</b>	28,800	(13,239)	15,561
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	197,707	29,445	227,152
<b>TOTAL FUNDS CARRIED FORWARD</b>	226,507	16,206	242,713



**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31ST MARCH 2022**

**13. TANGIBLE FIXED ASSETS**

	Equipment and IT £
<b>COST</b>	
At 1st April 2021	54,658
Additions	2,659
	<hr/>
At 31st March 2022	57,317
	<hr/>
<b>DEPRECIATION</b>	
At 1st April 2021	49,887
Charge for year	2,701
	<hr/>
At 31st March 2022	52,588
	<hr/>
<b>NET BOOK VALUE</b>	
At 31st March 2022	4,729
	<hr/>
At 31st March 2021	4,771
	<hr/>

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade debtors	475	246
Prepayments and accrued income	1,632	840
	<hr/>	<hr/>
	2,107	1,086
	<hr/>	<hr/>

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022 £	2021 £
Trade creditors	573	450
Other creditors	32	35
Accruals and deferred income	20,000	-
Accrued expenses	9,265	3,410
	<hr/>	<hr/>
	29,870	3,895
	<hr/>	<hr/>

**16. MOVEMENT IN FUNDS**

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	176,507	(4,562)	7,156	179,101
Designated Fund	50,000	(979)	5,022	54,043
	<hr/>	<hr/>	<hr/>	<hr/>
	226,507	(5,541)	12,178	233,144
<b>Restricted funds</b>				
Restricted	16,206	125	(12,178)	4,153
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	242,713	(5,416)	-	237,297
	<hr/>	<hr/>	<hr/>	<hr/>

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**16. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	247,038	(251,600)	(4,562)
Designated Fund	30,943	(31,922)	(979)
	<hr/>	<hr/>	<hr/>
	277,981	(283,522)	(5,541)
<b>Restricted funds</b>			
Restricted	84,062	(83,937)	125
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<hr/> <hr/> 362,043	<hr/> <hr/> (367,459)	<hr/> <hr/> (5,416)

**Comparatives for movement in funds**

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	147,083	2,487	26,937	176,507
Designated Fund	50,624	3,535	(4,159)	50,000
	<hr/>	<hr/>	<hr/>	<hr/>
	197,707	6,022	22,778	226,507
<b>Restricted funds</b>				
Restricted	29,445	9,539	(22,778)	16,206
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<hr/> <hr/> 227,152	<hr/> <hr/> 15,561	<hr/> <hr/> -	<hr/> <hr/> 242,713

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	229,485	(226,998)	2,487
Designated Fund	24,227	(20,692)	3,535
	<hr/>	<hr/>	<hr/>
	253,712	(247,690)	6,022
<b>Restricted funds</b>			
Restricted	153,096	(143,557)	9,539
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<hr/> <hr/> 406,808	<hr/> <hr/> (391,247)	<hr/> <hr/> 15,561

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**16. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	147,083	(2,075)	34,093	179,101
Designated Fund	50,624	2,556	863	54,043
	<u>197,707</u>	<u>481</u>	<u>34,956</u>	<u>233,144</u>
<b>Restricted funds</b>				
Restricted	29,445	9,664	(34,956)	4,153
	<u>227,152</u>	<u>10,145</u>	<u>-</u>	<u>237,297</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	476,523	(478,598)	(2,075)
Designated Fund	55,170	(52,614)	2,556
	<u>531,693</u>	<u>(531,212)</u>	<u>481</u>
<b>Restricted funds</b>			
Restricted	237,158	(227,494)	9,664
	<u>768,851</u>	<u>(758,706)</u>	<u>10,145</u>

**Transfers between funds**

The transfers between fund represents costs incurred in head office and central activities relating to restricted projects which have been recharged by way of a management charge; and a transfer between general and designated funds to update the contingency fund for future restructuring costs.

**17. EMPLOYEE BENEFIT OBLIGATIONS**

The charitable company operates a defined contributions pension scheme through True Potential. The assets of the scheme are held separately from the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £11,376 (2021: £11,036).

Monies totalling £3,022 (2021: £1,490) represented two month's contributions and were payable to the fund at the balance sheet date and are included in creditors.

**BLACKBURN WITH DARWEN CARERS SERVICE LTD**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**18. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31st March 2022.

**19. ULTIMATE CONTROLLING PARTY**

The charitable company is controlled by the trustees.

**20. FUNDS**

Restricted funds relate to voluntary donations and grants which are for specific purposes but not fully spent at the year end, and are as follows :Eric Wright Trust £1,289, Covid Champions £218 and Lottery £2,646.

The designated funds relate to monies unspent at the year end received from contracted income/service level agreements which are not classed as restricted voluntary income but can still only be spent on specific projects, and a provision for continuity costs totalling £54,043.

There are also general free funds of £179,101.