



A Charitable Incorporated Organisation

# ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDING 31ST AUGUST 2016



# The Trustees of Rotherfield St Martin have pleasure in presenting their report and the financial statements of the charity for year ending 31st August 2016.

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## **Trustees:**

The Trustees that served during the year were:

Mr A Miller:	Chairman
Mrs D Bagshawe:	Vice Chair
Ms T Lipson:	Trustee
Miss L Buck:	Trustee
Mr L Steer:	Trustee (appointed 20th Apr 2016)
Ms S Evans:	Trustee (appointed 4th Aug 2016)

**Chief Executive Officer:** Miss R Wood (appointed 1st May 2016)

**Charity Number:** 1168555 (previously 1119458)

**Registered Address:** RSM Centre  
Memorial Institute  
North Street  
Rotherfield  
East Sussex  
TN6 3LX

**Auditors:** Deeks Evans  
Chartered Accountants  
3 Boyne Park  
Tunbridge Wells  
Kent  
TN4 8EN

**Bankers:** National Westminster Bank  
Crowborough  
East Sussex

# 'Our Impact' – Achievements and Performance

## Overview

RSM has continued to go from strength to strength over the past year. We have been developing our repertoire of activities, added some new ones and we are growing. 2015/16 has been a year of change and stabilisation for Rotherfield St Martin with an ever growing list of achievements and accomplishments.

One of the most significant changes was the announcement of the retirement of its founder and CEO, Jo Evans, in April 2016. RSM started as

a small seed sown in Jo's heart to support the older people of Rotherfield to the well-established award-winning charity that it is today.

Rachael Wood took over the reins in May 2016 having been in post for 2 years as General Manager. Now in our 12th year, the focus of our work is supporting older people in the Rotherfield Parish combatting isolation and loneliness. We currently have 270 members and 140 volunteers.

## OVER THE COURSE OF THE YEAR WE HAVE:



Eaten our way through  
**220 HOMEMADE CAKES!**



Started **36 SOCIAL CLUBS** with a different guest speaker, trips out or entertainment at each



Had **9 DIFFERENT THERAPISTS** completing a total of **112 VISITS** with over **400 MEMBER INTERACTIONS**



Run **10** all day **DEMENTIA SUPPORT GROUPS**



Started **2 NEW ACTIVITIES** – Art Club and Line Dancing



Operated a **3-DAY HOLIDAY** at Home program in July including seaside fish and trips and a boat cruise round Bewl Water



Held our **2ND DEMENTIA SEMINAR** in Oct 2015, called '**MEET THE EXPERTS**'



Arranged **440 DRIVES** for members to healthcare appointments



Had a choice of **11 DIFFERENT ACTIVITIES**, ranging from table tennis to knitting & nattering



Ran a total of **42 WEEKLY EXERCISE SESSIONS** at Freedom Leisure in Crowborough



Offered **3 EXERCISE ACTIVITIES** with 4 trained instructors: exercise, line dancing and hydrotherapy





Everything we do is centred on important socialisation and fun, and there is always homemade cake! We constantly listen to our members, the very people we are trying to help, so that we can understand their needs and what they want from their charity. Every year a questionnaire is given asking what we are getting right and what else can we do to meet the needs of our community. We have excellent relationships with our local surgery, primary school and have become close partners with our local community cafe - they host our Dementia work. It is part of our ethos, to encourage members to lead active lives and to feel part of their community.

Over the last 12 months we have been busy behind the scenes beavering away to strengthen the charity's foundations. We now have good financial reporting systems in place; RSM has also gone from an unincorporated charity to a CIO; the RSM office computer system has had a major upgrade and running a lot more efficiently; and thanks to a local grant we now coown a super-duper printer. We want to make sure that we

are here for many years to come, that we are sustainable and be able to reach out and help more older people in our Parish.

Our success is due to the fact that we can be flexible to meet their changing needs as we keep the individual at the very heart of all that we do. Many of the members have been in from the start and as they get older, needs become more complex. Our Volunteer Driver Scheme continues to be one of our most important services, getting older people to their healthcare appointments and more recently an increase in those getting to see their spouses in hospital.

Last year our remarkable team of drivers drove a total of 9,000 miles over 400 drives. Our reduced mileage rate means that the cost of a journey is approximately a quarter of that of a commercial taxi and our drivers will wait too. The feedback we receive is consistently positive in taking the worry out of getting to their appointments and the companionship experienced. This is shared equally among the drivers who report 'loving getting to know RSM members and their amazing stories' and the sense of 'giving something back'.

It is in our Dementia activities that we have seen the most progress. RSM is leading the way for Rotherfield to be recognised as a Dementia Friendly Community. In addition to the 2 Dementia seminars in 2014 & 15, we have run a Dementia Friends Awareness session for local businesses in our community.

The monthly Dementia Support Group, Memory Lane, in October 2014 and we have made significant progress since then in supporting those living with Dementia and their carers. The monthly group ran 10 times in 2015/16 and we are extremely encouraged by both the attendance and feedback received. The group averages 20 clients and follows an established and much enjoyed full day programme. It revolves around a morning of sing-a-long music by our local duo, Sue and Janet, lunch in the village at the wonderful Courtyard Café (we occupy a huge table amongst all the other customers) then an afternoon creative activity. It is a relaxed group with much laughter, supported by my merry band of amazing volunteer helpers.

We have been able to expand the reach into neighbouring Crowborough (often through word of mouth), connections established with local Age UK, Carers Break service and Care for the Carers, from who we receive new referrals. In May 2016 the Wealden Dementia Action Alliance launched and RSM sits on the steering group.

In March 2016, we expanded our Memory Lane group to also include a bi-monthly Memory Café – a coffee morning format held at the RSM drop-in centre. We found that this attracted a different type of client, one that preferred a less formal structure and half day. A huge thank you to our wonderful team of volunteer helpers, who work tirelessly throughout the year. These are our cake makers, volunteer drivers, befrienders, fundraisers, helpers and activity leaders, and have contributed thousands of hours of their time. Over the last 12 months we have calculated that our volunteers (not including volunteer drivers and befrienders) have provided 3,640 hours and at £10 per hour the value of this contribution is £36,400...the cost of 2.3 full time administrators. This is an enormous contribution and our volunteers are in fact the backbone to RSM, without them we wouldn't be able to do the work that we do in helping our older generation.

We have now laid some firm foundations around our financial systems. This year we have created an annual budget, we have reviewed all our outgoings and expenditure and made a number of cost cuts accordingly, secured £82,370 in grant income over the year, we have created a set of monthly management accounts and now have the early warning systems in place to help in our financial planning. We are delighted to announce a small surplus of £3,778.





# The Impact of our Work

Perhaps one of the most interesting outcomes and impact of our work is within our merry band of amazing volunteer helpers. With over 100 individuals that create the backbone of RSM, we hadn't realised the impact of them helping those in need had on their own lives. We have spent a lot of time speaking with our volunteers and it seems that they are gaining from giving back and helping others.

New friendships have been formed and a renewed zest for life, particularly in our more elderly helpers, by feeling valued. It is a perfect example of a community-led model. We continue to keep each individual at the heart of what we do. We allow older people to remain at home and living independently for as long as possible. One such example, is a lady with advanced Alzheimer's who lost her husband over a year ago and no direct family. RSM has created a community workforce of helpers so that she can stay in her home and comes to an RSM activity every day to help with the loneliness that she experiences.

Our weekly exercise programme at Freedom Leisure helps prevent falls and keeps our members strong. A gentleman with severe mobility problems had a fall and spent a long time in hospital during which time his mobility worsened. He came back to exercise with a strong determination to get better and now he is walking again with the aid of a walker. His goal is to walk his daughter down the aisle unaided this year.

It is often difficult to measure the success and fitness levels of our exercisers, we believe the measure of success is in maintaining weekly attendance. Additionally, our instructors have reported that the difference is really noticeable when a new person attends the group and struggles to do the most basic of exercises like chair sit to stand exercises. That's when we can truly see the success of our work and how we are maintaining fitness levels in our members. In May 2016 the Hydrotherapy pool reopened after a year of maintenance. We were able to run 9 sessions in this financial period with trained instructors and volunteer helpers. The warm

water (35 degs C) helps to improve mobility and pain, whilst the water supports the body. Each session is enjoyed by up to 11 elderly people with a wide range of individual medical needs, some complex and multifaceted.

The sessions have made a huge difference to the lives of older people, new friendships formed, some have overcome personal limitations and faced their fears, it's fun and has a positive impact on mental well-being, improved confidence especially in those that have had falls, they help each other particularly those that have reduced mobility and members are definitely happier after each session! Our volunteer driver scheme has helped many people in different situations and backgrounds – many of this age group no longer drive and families live afar, coupled with our rural location and reduced transport networks and living on a pension, to some it's a lifeline.

## WE HAVE BEEN ABLE TO MAKE A TRUE DIFFERENCE TO PEOPLE'S LIVES:

1. We have supported one of our members with their daily radiation treatment for cancer over a 6 week period
2. We have made it possible for one of our members with early onset Dementia to see their spouse in hospital – this is 55 mile round trip with 2 changes of buses
3. One of our members has been diagnosed with motor neurone disease and lives alone. Despite their rapidly declining condition we have been able to send the same driver for all of his healthcare appointments which provides continuity and peace of mind
4. On one occasion a carer asked if we could find a driver immediately to pick up their mum from a local surgery as she had to tend to an emergency. The driver was there in 10 minutes and known in the village and the mum happily knew no different!

A great deal of trust has been built up with our members over the years. It is part of RSM ethos to keep our members at the heart of what we do and we take pride in enabling our older folk to live at home with their independence for as long as possible. With our flexible and community-led approach, we are able to go the extra mile – we have scoped up a lady in a wheel chair and taken her to get her hair done at the local hairdressers, listen to carers and offer a safe place to off load their woes, help advise and signpost worried

families, have fulfilled a huge range of odd-job requests from dog walkers to fixing laptops, take prescriptions to those that are housebound, we advise our members about scams, work closely with our PCSO to identify and help vulnerable people in our community, deliver mobility aids to those in need, send cards to members that are poorly or recently bereaved and every single one of our members receives a birthday card celebrating their special day. We have helped to create a community that cares.



**ROTHERFIELD ST MARTIN**

**FINANCIAL STATEMENTS AT 31 AUGUST 2016**



**ROTHERFIELD ST MARTIN**  
**BALANCE SHEET AT 31 AUGUST 2016**

	<b>Total</b>	<b>General</b>	<b>Restricted</b>	<b>2015</b>
	<b>£</b>	<b>Funds</b>	<b>Funds</b>	<b>£</b>
		<b>£</b>	<b>£</b>	
<b>Fixed assets:</b>				
Motor vehicle	100	100		4,225
Other assets	-			
	100	100	-	4,225
<b>Current assets</b>				
Debtors	2,625	125	2,500	-
Prepayments & accrued income	-			-
Cash in hand	79	79		91
Santander current	-	-		4,565
Santander deposit	-	-		11,068
NatWest current	69,565	60,815	8,750	42,075
NatWest deposit	8,001	8,001		-
	80,270	69,020	11,250	57,799
<b>Current liabilities</b>				
Trade creditors	208	208		711
Social security & others taxes	612	612		1,894
Accruals & deferred income	30,879	19,629	11,250	14,526
	31,699	20,449	11,250	17,131
<b>Net current assets (liabilities)</b>	48,571	48,571	-	40,668
<b>Net assets</b>	48,671	48,671	-	44,893
<b>Representing:</b>				
Restricted funds	26,046		26,046	26,046
Restricted funds increased (released)	(26,046)		(26,046)	
Balance on Restricted Reserve	-	-		
General Reserve brought forward	18,847	18,847		
Restricted funds released	26,046	26,046		
Surplus (deficit) for the period	3,778	3,778		
Balance on General Reserve	48,671	48,671		18,847
<b>Total Reserves</b>	48,671	48,671	-	44,893

Approved by Trustees on 9 January 2017 and signed on their behalf by

A Miller

D M Bagshawe

**ROTHERFIELD ST MARTIN**  
**INCOME AND EXPENDITURE SUMMARY**

*FOR THE YEAR ENDED 31 AUGUST 2016*

	<b>Restricted £</b>	<b>General £</b>	<b>2016 £</b>	<b>2015 £</b>
<b>Income:</b>				
Charity shop		9,294	9,294	16,779
Improving health & wellbeing		7,567	7,567	8,651
Combating isolation		6,353	6,353	6,350
Development & educational work		25,208	25,208	12,727
<b>Total programme income</b>	-	48,422	48,422	44,507
<b>Expenditure:</b>				
Charity shop		8,215	8,215	14,767
Improving health & wellbeing		6,553	6,553	26,908
Combating isolation		5,265	5,265	27,868
Development & educational work		5,095	5,095	20,755
<b>Total programme expenditure</b>	-	25,128	25,128	90,298
<b>Contribution:</b>				
Charity shop		1,079	1,079	2,012
Improving health & wellbeing		1,014	1,014	(18,257)
Combating isolation		1,088	1,088	(21,518)
Development & educational work		20,113	20,113	(8,028)
<b>Contributions for programmes</b>	-	23,294	23,294	(45,791)
<b>Other income:</b>				
Bank interest received		35	35	67
Miscellaneous income		-	-	160
<b>Contributions and other income</b>	-	23,329	23,329	(45,564)
Central overheads	44,002	57,919	101,921	29,900
<b>Operating surplus (deficit)</b>	(44,002)	(34,590)	(78,592)	(75,464)
Fund raising	44,002	38,368	82,370	59,422
<b>Net surplus (deficit)</b>	-	3,778	3,778	(16,042)

In 2015 Central overheads were allocated against the Activities; in 2016, this allocation has not been made to give a true reflection of the contributions from Activities and the total cost of overheads to the Charity.

**ROTHERFIELD ST MARTIN  
INDEPENDENT EXAMINER'S REPORT**

*FOR THE YEAR ENDED 31 AUGUST 2016*

Report to the Trustees of Rotherfield St Martin on accounts for the year ended 31 August 2016 Charity No 1119458 set out on the previous pages.

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the Trustees have not met the requirements to ensure that:  
proper accounting records are kept (in accordance with section 130 of the Act); and accounts are prepared which agree with the accounting records and comply within the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed on 9 January 2017

P E Garside, Chartered Accountant

Deeks Evans,  
Chartered Accountants  
3 Boyne Park  
Tunbridge Wells, Kent TN4 8EN