



Bristol Older People's Forum CIO

Charitable Incorporated Organisation

Charity number: 1162616

Annual Report & Accounts

1 April 2018 to 31 March 2019

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Reference and administrative details

Charity name: Bristol Older People's Forum CIO
Registered charity number: 1162616
Registered office and operational address: c/o Age UK Bristol, Canningford House, 38 Victoria Street, Bristol, BS1 6BY

Charity Trustees

The Trustees and officers serving during the year and since the year end were as follows:

Judith Brown (Chair)
Ian Bickerton, (Deputy Chair) (appointed 26th April 2018)
Christina Stokes (Treasurer) (appointed 28 March 2019)
David Elson
Gloria Morris
Gillian Seward
Jenny Smith
Jo Stokes (appointed as co-opted Trustee 14 June 2018)
Tony Wilson

3 Trustees have resigned since 31 March 2018.

Stephanie Batterbury (Treasurer), 12 July 2018 (AGM)
Graham Owen Briscoe, 31 December 2018
Pat Foster, 12 July 2018 (AGM)

Bankers

Unity Trust Bank, Nine Brindleyplace, Birmingham, B1 2HB
Triodos, Deanery Road, Bristol, BS1 5AS

Independent Examiner

Rupert Taylor

Staff

Finance & Administration Manager	Yolanda Pot
Engagement Worker	Ian Patrick Quaife

Report of the Trustees for the period 1 April 2018 to 31 March 2019

The Trustees present its Annual Report and Independent Examiner's Report for the period 1 April 2018 to 31 March 2019.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

Objectives and activities

The objects of Bristol Older People's Forum CIO are:

- 1) To promote social inclusion for the public benefit by working with those in the City of Bristol who are socially and economically excluded on the grounds of their age, relieving the needs of such people and supporting their participation in society.
- 2) The relief of poverty and sickness and the preservation and protection of good physical or mental health amongst persons who are in need as a result of their age in the City of Bristol.

In furtherance of these objects, the Trustees shall:

- a. Increase, co-ordinate and provide information about opportunities for older members of all of Bristol's communities;
- b. Give older people a voice and facilitate their engagement with service providers, so as to influence the quality and relevance of local services and provisions and so better meet the needs of people over 55
- c. Research or participate in research into the causes and effects of social exclusion of older people in the City
- d. Promote activities that support the health and well-being of older people in Bristol

Public Benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and endeavour to implement them in all the charity's work. The main activities undertaken to further the charity's objects for the public benefit are detailed in the following pages as follows:

1. **Voice & Influence Partnership**
2. **Fit for the Future: Transforming the Bristol Older People's Forum (Report and Action Plan 2019-20)**
3. **Other Funded Partnership work**
 - 3.1 **Age Friendly Bristol Transport Challenge Project**
 - 3.2 **Friends Ageing Better (FAB)**
 - 3.3 **Citizen Journalist Training Workshops**
4. **Community Projects**
5. **Membership and Survey 2018**
6. **Open Forum Meetings**
7. **Newsletter**
8. **Challenging Ageism**

Achievements and performance

1. The Voice & Influence Partnership (VIP)

Our work with the Voice and Influence Partnership (VIP) is for the period May 2018 to May 2021.

The Partnership is funded by the Bristol City Council and is made up of The Care Forum, Bristol Older People's Forum, Bristol Multi-Faith Forum, Bristol BME Voice, SARI and WECIL.

The VIP has been created to help make sure that individuals, groups and communities whose voices aren't always heard are listened to, and are part of shaping Bristol's future.

BOPF has taken a lead role in the development and delivery of the work, as well as being instrumental in shaping the approach to engagement work with older people.

The main drive for this has been 'the offer' we make to potential new VIP and BOPF members. The focus is on a community development approach, ranging from enabling local groups to organise around a neighbourhood issue, supporting projects with their funding bids, offering managerial/organisational advice, carrying out advocacy/advice work and signposting our members to key services for older people.

At the core of our VIP contract is our formal consultation work, centred around our Open Forum Meetings. This year, we have met all our agreed targets, set by Bristol City Council (BCC) and managed by the Care Forum, by holding public sessions on the Council's annual budget, Clean Air, Transport, Adult Social Care and Central Library Opening times.

Attracting members (from the LGBTQ+, Disability, and BME communities) has been challenging for our partner organisations, with some of the groups being wary of closer or formal links with BCC. This has resulted in VIP membership being sluggish. BOPF however, has worked hard to deliver membership numbers that reach the agreed targets set by BCC. To date we have nearly 300 VIP signed up members from diverse older people's groups and individuals across Bristol.

As we move into the second year, we will be keen to develop a 'two-way' VIP process, which will enable our members to set the agenda around important issues and feed this directly into the BCC and other service providers' policy and decision making.

We also look forward to working with the Care Forum and VIP partners to develop a sharper narrative, focussing on how VIP can provide quality service and support to all our groups with protected characteristics (as identified in the 2010 Equality Act).

Here are some examples of successful VIP work we have carried out:

- Holding four formal BCC Consultation public/members meetings, attracting more than 200 older people from across the city.
- Successful development of the East Park Neighbourhood Walkabout and follow up reports identifying the area as a 'Fly tipping hot spot'.
- Developing partnership arrangements with the Bangladeshi Women Elders and supporting them with a successful grant from Bristol Ageing Better.
- Supporting and partnering the Urban Soul Writers' Project for older people. Offering ongoing organisational advice and completing a successful funding bid to establish their writing for therapy programme.
- Playing a key role in the development and launch of the Equalities Charter and its subsequent network.

- Building new partnerships with older people/groups in Bristol to develop new ways of influencing policy and decision makers.

2. *Fit for the Future: Transforming the Bristol Older People's Forum*

- Report and Action Plan 2019-20

BOPF received £7,500 funding in 2018 from St Monica Trust, part of the Bristol Older People's Funding Alliance (BOPFA), to commission a consultant to write a Report and Action Plan to look at how BOPF can meet the growing needs of older people in the future. It mapped out how the organisation could develop over the next two years, how it could become more sustainable and how best it could improve the scope and quality of its role as an influencer of public policy and services.

The report outlined the following as its key priority targets.

- **Website development**

We have been awarded funding to develop a new Transport Initiative, this will include Website development and we hope to further enhance our on-line presence with future investment through the Transformation Fund.

- **Recruitment of new Trustees**

Recruitment of Trustees is underway, as we welcome our new Treasurer and other potential new members in the forthcoming year.

- **Development of a medium-term fund-raising plan**

Our funding plan will be based on our developing community asset- based approach to working with older people. We will also include a Full Cost Recovery Approach and look to develop partnership arrangements with other projects. This will be both income generating, help us to build a higher profile and develop new areas of service provision.

- **Develop Memorandum of Understanding agreements with key partners, including Age UK Bristol**

Memorandum of Understanding and project partnership agreements (mini-contracts) are currently being written as we further develop our joint project arrangements.

- **Re-shape and organise the role of its volunteers**

The roles of our volunteers and our collective 'story' as an organisation will be strengthened to ensure a consistency of message. We will be focussing on the issues identified by our members and volunteer representation at relevant meetings. We have developed a new feed-back system to ensure attended meetings and outcomes are recorded. This will enable us to respond to any relevant issues. We are keen to attract new volunteers to write for the newsletter, join the Transport Action Group (TAG) or become Trustees

- **Develop a succession plan for the Chair of BOPF**

We are currently working with the current Chair and Vice Chair to look at workloads and leadership commitments leading up to our AGM in July 2019. The Vice Chair is now taking on some Chairing responsibilities as we move to a smooth transition. Going forward, the current Chair is likely to have an important ambassadorial role in the organisation.

- **Re-visit the tasks and roles of paid workers to incorporate new tasks**

We are looking to update worker job descriptions to reflect our expanding and developing services.

- **Redesign the Newsletter (hard and electronic copies)**

Along with our on-line development we will look to further improve our popular hard copy newsletter and develop on-line formats, including a monthly E-bulletin. We plan to increase the numbers of on-line subscribers but will continue our commitment to the physical copies.

- **Provide Trustee Training with a focus on the Website upkeep**

Training on the on-line service and writing for the E-bulletin will also form a key part of our offer to new and current Trustees.

- **Support more older people to get on line**

We are planning this work around a recent Transformation Expression of Interest bid. If this is successful, we will run some taster 'get on line' workshops. We will also look to work with the BCC Community Education team to deliver IT starter sessions for older people.

- **Develop a neighbourhood approach to engaging older people**

We have a commitment through our BOPF Manifesto, our VIP work and our new projects to ensure that community development and neighbourhood working are at the core of the organisation. This will include building new and robust working relationships with our partner and potential partners.

- **Develop an alignment between Age Friendly Cities and BOPF's manifesto.**

We will be looking to develop sustainable and long-term partnerships with among others, Age UK Bristol, Bristol City Council, St Monica's Trust, The Care Forum and smaller local projects to build upon the 'Age Friendly City' and 'Age Friendly Local Hub', initiatives.

We have submitted another funding application to Bristol Older People's Funding Alliance (BOPFA) for £15,000 for the **Transformation fund 2019** to implement our **BOPF Transformation Action Plan** over the period, July 2019 to June 2020.

3. Other Funded Partnership Work

3.1 Age Friendly Bristol Transport Challenge Project

We have secured £20,000 from Bristol Ageing Better for the Age Friendly Bristol Transport Challenge Project for the period, June 2019 to June 2020. This will kick start the launch of our **Transport Action Project (TAP)**.

TAP will deliver on transport priorities identified by older people, including information on transport across Bristol via two 'Transport Special' Newsletters and through our revamped Website. The project will also develop a Transport Action Group (TAG) to highlight and act upon current transport challenges and issues identified by older people.

It will be developed by the BOPF membership and at its core is the aim of identifying issues from across the transport spectrum (as a pedestrian, as bus user, as a cyclist and beyond) and acting as a 'critical friend', working alongside transport service providers to influence and shape current and future provision.

The project will be launched in June 2019, starting with our next Open Forum meeting with a presentation and Q&A's from the managing Director of First Bus and the BCC Cabinet member for transport.

3.2 Friends Ageing Better (FAB)

We have a key funded role in advising and supporting the FAB initiative, which has a main focus on providing Social Café initiatives across the city and its discount card scheme, which offers reduced prices on local services and leisure activities.

We have also developed our own BOPF/VIP membership form to include the option of joining FAB, which has strengthened and increased their recruitment of new members.

We will be assisting them with planning the Celebrating Age Event in October 2019 and beyond 2020, when the funding for the project comes to an end, we will be working with Age UK Bristol to look at how we can continue the service.

3.3 Citizen Journalist Training Workshops

We received funding from Bristol Community Health to run some Citizen Journalist Training Workshops. These are run in partnership with Bristol24/7 to encourage older people to write for our newsletter in print and our eNewsletter.

4. Community Projects

We offered managerial and project support for the **Bangladeshi Elders** and **Urban Soul** projects. We also worked with the **Polish Elders** to look for a small pot of funding for a summer trip.

Over the coming year we will continue to work with the above and other diverse groups of Elders and support new and existing projects that provide services for older people.

5. Membership and Survey 2018

Though there has been a slight decrease in the number of BOPF members, our membership remains high at around 2700 across the city in c2300 households. Of these 255 have also signed up to become Voice & Influence Partnership (VIP) members and 66 have also signed up to become Friends Ageing Better (FAB) members.

BOPF Members

	2018-19	2017-18	2016-17
Total members	31 Mar 19: 2675	31 Mar 18: 2707	31 Mar 17: 2747
New members	130	67	69
Ceased members	162	107	67
Members on email	464	365	294
Supporters on email	276		

We encourage our members to receive our newsletter by email in order to reduce our newsletter printing and mailing costs. As a result, members on email continue to increase.

Member Survey June 2018

We survey members every one to two years. Our June 2018 Membership Survey was carried out in collaboration with Bristol Ageing Better (BAB). The response rate was high; the survey was posted to around 2000 households and we received just over 500 returns. The view of existing members is mostly very positive and the Forum is seen as trustworthy, supportive and reliable. The questionnaire includes a number of questions to build a picture of the Forum's impact for members.

Here are the **Socio-demographics finding**:

Statement: "Being a member of BOPF has made me...."	Numbers of positive responses	Percentage of responses
...more confident	177	40%
...better informed	387	87%
...feel part of a community	266	59%
...has enabled me to have my say, be heard	203	46%
...has enabled me to be more independent, look after myself	160	36%
...has enabled me to feel more positive	203	46%

- 69% have the amount and type of social contact they want (12% don't)
- 39% agree that they can influence decisions that affect their local area (30% disagree)
- 32% contribute to their community at least monthly. Of those that would like to do more, ill health/mobility/disability barriers mentioned most
- 54% are on-line (an increase from 49% in 2015); of those that are not, 32% have no wish to use the internet.
- Of those that have an email account, 29% prefer to receive their BOPF newsletter by post
- Over 60% have acted on something they have read in newsletter, or responded to a consultation, signed a petition, and/or volunteered for their community – many of them have done several of these.

Some comments from members:

"Speakers are informative and interesting; it's great to be able to ask them direct questions"

"Great to meet like-minded people not prepared to just fade away"

"Older people need help to take part in the community"

"Bringing people together and allowing people to feel a part of something if you wish to do so - not so alone and your information is much appreciated"

"Together you feel able to do things and achieve something; alone you are the lone voice in a wilderness of professionals"

"I keep the numbers in the newsletter by the phone and pass the information on to others"

"I have no other source for this type of information"

There are many more, and some case studies of members can be found on our website.

Snapshot of Equalities Data from the BOPF Older People's Survey 2018

(A number of respondents left some survey questions blank)

Age		Gender		Gender Identity	
65- 74	26%	Female	65%	Same as birth	95%
75+	68%	Male	32%	Other than birth	1%
		Prefer Not to Say	0.4%	Prefer not to say	3%
Ethnicity		Sexual Orientation		Religion	
BME/Dual Heritage	4%	Gay or Lesbian	2%	Christian	67%
Asian/Asian British	2%	Asexual	0.2%	No Religion	28%
White non-British	2%	Bisexual	1%	Muslim	0.4%
White British	91%	Heterosexual	95%	Other Religions	4.2%
		Prefer not to say	6%		
Disability					
Identify as a Disabled Person	36%				
Prefer not to say	3%				

Our members live in 41 wards across the city including areas with high indices of deprivation (e.g. 30 in Lawrence Hill, 205 in Knowle, 36 in Southmead, 71 in Easton, 104 in Stockwood etc.)

WARD	No of Members		WARD	No of Members
Bath & North East Somerset	1		Southville	56
Brentry	1		Ashley	61
St Werburgh's	1		South Gloucestershire	68
Whitchurch	1		Easton	71
No address (on email)	2		Clifton	72
Totterdown	4		Stoke Bishop	75
North Somerset	10		Hillfields	80
Windmill Hill	12		Bristol	83
Cotham	14		Bishopsworth	98
St Pauls	14		Eastville	98
Cabot	16		Westbury-on-Trym	98
Lockleaze	17		Henleaze	101
Brislington East	23		St George	102
Redland	25		Stockwood	104
Hengrove	28		Horfield	116
Lawrence Hill	30		Henbury	121
Redfield	34		Frome Vale	140
Kingsweston	35		Brislington	150
Southmead	36		Whitchurch Park	154
Avonmouth	45		Bedminster	174
Bishopston	47		Knowle	205
Hartcliff	52		Total	2675

6. Open Forum Meetings

Our open forums are an opportunity for members, and others, to get together, interact - and most critically provide a chance to meet and question/influence key decision makers affecting their lives. The speakers are given the opportunity to meet and listen to older people.

Our meetings are held centrally at Broadmead Baptist Church, which has easy bus access. We publicise our meetings in our printed newsletter and on our website.

Open Forum (OF) attendance	2018-19	2017-18	2016-17
No of meetings	6	9	8
OF Members	170	274	202
25 Year Anniversary	200	-	-
OF Non-members	56	152	92
Total	426	426	294

In 2018-2019 we held a total of 6 events: 4 Open Forum meetings, our AGM and our 25th Anniversary at the Bristol City Hall. The Open Forum meetings host a variety of speakers. We attracted a total of 426 attendees of which 370 were members. This is the same attendance as last year.

We work hard to select and invite speakers in response to the wishes and needs of our members and current climate and challenges; to fulfil our objects for the public benefit aligning with our Manifesto and wider influencing work.

LIST of last year's SPEAKERS and Bristol City Council CONSULTATIONS at our Open Forum meetings, AGM and 25th Anniversary

- BOPF Open Forum 7**, 24 May 2018, Broadmead Baptist Church. Attendance: 50
Avon Fire & Rescue Service, Rose Gray, Vulnerable Persons Referral Advocate, Vulnerable Adults, Risk Reduction
ClairCity project - Walking and Cycling in Bristol: Tell us your story!
 Laura Fogg-Rogers, Senior Research Fellow (Science Communication) and Faculty Business Associate (Engineering Design and Mathematics), UWE
AllAboard Watersports - Projects and Activities for those aged 50+,
 Nicola Murdoch, Chief Executive
- BOPF AGM**, 12 July 2018, Broadmead Baptist Church. Attendance: 52
Vice Lord-Lieutenant of Bristol, Dr Timothy Chambers OBE JP DL VR
A Day in the life of the Bristol Lieutenancy
Lord Mayor Cllr Cleo Lake - BOPF President
- BOPF 25th Anniversary**, 20 Sept 2018, Conference Hall, Bristol City Hall.
 Attendance: approx. 200

Lord Mayor Cllr Cleo Lake - BOPF President. Spoke and led a dance.

Choir - People of Note

Stall holders: Extra Care Charitable Trust (Newsletter56 sponsor), Centre for Sustainable Energy, Community Navigators, Healthwatch, Independent Age, LinkAge Network, St Monica Trust, University of Bristol, Waking for Health, Wessex Water

4. **BOPF Open Forum 1** in partnership with the *Voice and Influence Partnership*, 4 Oct 2018, Broadmead Baptist Church. Attendance: 46

Bristol City Council CONSULTATION: AIR QUALITY - Phase 1, Bristol Clean Air Plan SPEAKERS:

Mark Leach: Project Manager, BCC and Alan Morris of Bristol Clean Air Alliance

Bristol City Council CONSULTATION: BRISTOL TRANSPORT STRATEGY, (24 Sept - 2 Nov 2018)

Jodi Savickas - BCC Representative, Transport Policy Manager

5. **BOPF Open Forum 2** in partnership with the *Voice and Influence Partnership*, 15 Nov 2018, Broadmead Baptist Church. Attendance: 36

Bristol City Council CONSULTATION: BALANCING BRISTOL'S BUDGET 2019-20

John Toy Consultation and Engagement Manager

Friends Ageing Better (FAB) (Age UK and BOPF Project) Silvia Jimenez Cruz, Age UK Bristol, FAB Communications Officer

6. **BOPF Open Forum 3**, 7 Feb 2019, Broadmead Baptist Church. Attendance: 42

BOPF Survey: WHAT MATTERS TO YOU! Members were asked to select three of the topics below (number of votes in brackets). **Transport had the most votes** followed by **Air quality** and **Physical and Mental Health**.

1. **Getting Online** and learning how to use the internet (1)
2. **Air Quality** (9)
3. **Transport** (congestion, problems with buses) (14)
4. **Housing for older people** (4)
5. **Independent Living** (help to stay at home) (4)
6. **Mental Health** (5)
7. **Physical Health** (5)
8. **Adult Social Care** (Residential Care/Nursing Home Care) (4)
9. **Participation** (work/volunteering/leisure activities, engaging with the community) (4)
10. **New Technology** (assistive technology, driverless cars, iPads, etc) (4)

Bristol City Council CONSULTATION - Central Library Opening Hours

Avon Fire & Rescue – Service Plan CONSULTATION (7 Jan to 1 Mar 2019), Alex Kohnert, Inclusion & Diversity Manager

Our meeting registers capture members' names, address and email. We also register the contact details of non-members whether older people who may then join, or people working with older people attending, to gather information. We see new faces at every meeting as everyone is welcome and our meetings are free and fully accessible. We capture views of attendees, and some basic socio-geo-demographic information. The views include feedback on BOPF and our meetings, but also appraises the impact of BOPF membership.

We continually respond to feedback in our choice of speakers (we have no shortage of people asking to come and speak) and our meeting format. There is always time for members/attendees

to raise issues of importance to them including and social time to catch up with old friends or make new ones.

7. Newsletter

We produced 3 newsletters and each had a reach of over 3000. 83% of our members receive the newsletter through the post, as 69% are over the age of 75 and are digitally excluded, (i.e. don't have access to the internet). They may also suffer multiple disadvantages through health or disability or caring.

However, we do encourage our members where possible to receive the newsletter by email in order to reduce our printing and mailing costs. As a result, the proportion of newsletters emailed to members is increasing. For the Spring 2019 issue 58, 463 of our 2673 members received the newsletter by email, compared to 336 with the previous Spring issue.

The newsletter sections broadly reflect the Manifesto themes which have been selected by our members. It also enables self-care through signposting and providing telephone numbers for the many support organisations in the city. Where possible we include an article to encourage and support members get online.

On the back page there is a **membership form** and on the reverse an **equality data form**. Though membership is free, when signing up to become a member there is also the option of making a donation.

In order to guide the focus of our work, since the Spring 2019 issue 58 we have started to gather data from our newsletter membership form about **WHAT MATTERS TO OUR MEMBERS**. When signing up to become a BOPF Members people now have the option of selecting three topics from our Manifesto. In the last issue these were: **1. Get Online 2. Air Quality 3. Public Transport 4. Housing for older people 5. Independent Living (help to stay at home) 6. Mental Health 7. Physical Health, 8. Adult Social Care 9. Participation (work/volunteering/leisure activities) 10. Assistive Technology**

We carry some paid-for advertising, and have to be selective about the editorial we write as we get an ever-increasing number of requests.

Our Autumn 2018 issue 56 was sponsored by the Extra Care Charitable Trust.

8. Challenging Ageism

BOPF will continue its work, as set out in its 2017 Manifesto, to challenge all forms of Ageism and age discrimination. The narrative around older people 'always being a burden' or incapable of doing things for themselves, will always be questioned and challenged in a positive and constructive way. And by leadership and example! We will continue to recognise that ageism is inexorably linked to all forms of discrimination and ensure that our services are set up to challenge oppression in all its forms.

Financial review

At the end of this financial year there was a surplus of £21 and £4735 in unrestricted reserves.

Going concern

We signed a contract worth £60,000 with Bristol City Council together with our **Voice & Influence Partners** for commissioning equality work, for the three year period, May 2018 to May 2021.

We have secured £20,000 from Bristol Ageing Better for the **Age Friendly Bristol Transport Challenge Project** for the one year period, June 2019 to June 2020.

We received £2250 from Age UK Bristol for the **Friends Ageing Better** project for the one year period, April 2019 to May 2020.

We received £500 from Bristol Community Health for our **Citizen Journalists Training Workshop**.

We have submitted a funding application to Bristol Older People's Funding Alliance (BOPFA) for £15,000 for the **Transformation fund 2019** to implement our BOPF Transformation Action Plan for the one year period, July 2019 to June 2020.

We will also collect donations from members via our newsletter and meetings, and attract income from advertising in the newsletter.

The Trustees are therefore confident that the charity is a going concern and will remain so for the coming financial year.

Reserves policy

The Trustees have set a policy of maintaining unrestricted reserves equivalent to six months' expenditure. At present there is a designated reserve for an exit strategy of £18,000, which is approximately six months' expenditure. This is reviewed annually.

Risk management

The Trustees have identified the potential risks to the organisation, and ranked them according to likelihood and severity. For each risk they have identified a responsible person, and the risk register is reviewed at every regular meeting of the Trustees.

Structure, governance and management

Governing document

Bristol Older People's Forum CIO is a Charitable Incorporated Organisation governed by its Constitution dated 30 June 2015. Anyone over the age of 55 can become a member and on 31 March 2019 there were 2675 members.

Recruitment and appointment of Trustees

Potential Trustees are identified by the Chairperson and other Trustees or through appropriate advertisement, and are invited to attend a board meeting before deciding whether to accept appointment.

All Trustees may stand for re-election by members at the AGM and last year 7 did so. We have subsequently appointed **3** new Trustees to the board based on votes from existing Trustees, and they add key skills, experience and networks to our work.

Trustee induction and training

New Trustees receive information on roles and responsibilities and are directed to Charity Commission Guidance. The register of interests is reviewed at each meeting. Trustees are encouraged to attend appropriate external training and networking events where these will facilitate the undertaking of their role, and many have taken lead roles on areas of our manifesto to enable focussed knowledge building and influencing work.

Organisation

The board of Trustees, which can have up to 15 members, administers the charity. The board meets 6 times a year. The Trustees delegate the day-to-day operations of the charity to the Finance and Administration Manager and the Engagement Worker.

None of the Trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee / staff member of the charity with a supplier or any other contractual relationship must be disclosed. In the current year no such related party transactions were reported.

Trustees' responsibilities in relation to the financial statements

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiner is unaware. The Trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiner.

Approved by the Trustees on 23rd May 2019 and signed on their behalf by:

.....

Ian Bickerton
Deputy Chairperson

.....

Christina Stokes
Treasurer

Independent examiner's report to the Trustees of Bristol Older People's Forum CIO

I report the accounts of the charity for the period from 1 Apr 2018 to 31 March 2019 which are set out on pages 18 to 26.

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records, and comply with the accounting requirements of the Charities Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

.....
Rupert Taylor

Easton Business Centre, Felix Road, Bristol, BS5 0HE

24th May 2019

STATEMENT OF FINANCIAL ACTIVITIES (SOFA)

1 April 2018 to 31 March 2019

	Note	Unrestricted funds 2018-19	Restricted funds 2018-19	Total funds 2018-19	Total funds 2017-18
		£	£	£	
Income					
Donations	3	5,073	-	5,073	2,745
Charitable activities					
Grants		-	35,562	35,562	29,433
Total charitable activities	4	-	35,562	35,562	29,433
Other trading activities	5	2,418	-	2,418	2,915
Investments	6	66	-	66	23
Total Income		7,557	35,562	43,119	35,115
Expenditure on:					
Raising Funds		-	-	-	673
Charitable activities	7				
BOPF Management		7,535	-	7,535	-
Voice & Influence Partnership		-	22,187	22,187	-
BAB Participating Network		-	2,250	2,250	-
BOPF Transformation Report		-	7,500	7,500	-
Citizen Journalists		-	107	107	-
BOPF 25 Years Anniversary		-	500	500	-
Membership		-	-	-	2,787
Newsletter		-	-	-	12,285
Open Forum Meetings		-	-	-	7,653
Surveys		-	-	-	2,927
Representation/Communications		-	-	-	3,571
Website/Promotion		-	-	-	4,088
Total charitable activities		7,535	32,544	40,080	33,312
Total Expenditure		7,535	32,544	40,080	33,985
Net income/expenditure		21	3,018	3,039	1,131
Transfers between funds		-	-	-	-
Net movement in funds		21	3,018	3,039	1,131
Reconciliation of funds		-	-	-	-
Total funds brought forward		22,714	-	22,714	22,584
Total funds carried forward		22,735	3,018	25,753	23,714

BALANCE SHEET

31 March 2019

Note ref.		Total funds Mar 2019	Total funds Mar 2018
			£
	Fixed assets:		
12	Tangible assets		
	Net book value	-	-
	<i>Total fixed assets</i>	-	-
	Current assets:		
13	Debtors	13 -	195
	Cash at bank and in hand		
	Unity Trust Bank	5,922	2,400
	Triodos bank	19,814	19,748
	PayPal	29	197
	Petty cash	88	305
	<i>Total current assets</i>	25,853	22,844
	Liabilities:		
14	Creditors: Amounts falling due within one year	100	130
	Total current liabilities	14 100	130
	<i>Net current assets</i>	25,753	22,714
	<i>Total assets less current liabilities</i>	25,753	22,714
	Total net assets	25,753	22,714
15	The funds of the charity:		
	Restricted income funds	3,018	-
	Unrestricted funds		
	General fund	4,735	4,714
	Designated fund	18,000	18,000
	<i>Total unrestricted funds</i>	22,735	22,714
	Total charity funds	25,753	22,714

Approved by the Trustees on 23rd May 2019 and signed on their behalf by:

.....
 Ian Bickerton
 Deputy Chairperson

.....
 Christina Stokes
 Treasurer

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2019

1. Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

The Bristol Older People's Forum CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

c) Interest receivable

Interest on funds held on deposit is included when receivable.

d) Fund accounting

- i. Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the purposes of the charity.
- ii. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.
- iii. Restricted funds are donations which the donor has specified are to be solely used for particular purposes.

e) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Costs of raising funds include time spent complying with the terms of our Bristol City Council grant, including monitoring and submitting summary spend statements.

Expenditure on charitable activities includes the costs: to maintain our membership, to carry out the survey, to produce the BOPF Newsletters, of Open Forum meetings to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

f) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance, office costs, budgeting and accounts, payroll administration, Information technology and human resources which supports BOPF's charitable activities. These costs have been allocated between costs of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 8.

g) Tangible fixed assets

Individual fixed assets costing £300 or more are capitalised at historic cost and depreciated over their estimate useful economic life on a straight line basis as follows:

IT equipment: annual rate 33%

h) Debtors

Trade and other debtors are recognised at the settlement due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Cash at bank and in hand

The Triodos deposit account has instant access.

j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

k) Pensions

BOPF's automatic enrolment staging date was on 1 March 2016. BOPF chose NEST to process auto enrolment. One part-time employee opted into the scheme.

2. Legal status of the charity

BOPF is a Charitable Incorporated Organisation (CIO). In the event of the charity being wound up the trustees have no liability for its debts.

3. Income from donations

	2019	2018
	£	£
Gifts and donations		
Annual appeal	-	502
Annual appeal – Gift Aid	-	632
Open forum donations	235	-
Skydive donations	1,984	903
Newsletter donations	1,909	708
Newsletter donations Gift Aid	687	-
Gift Aid Tax Reclaimed	258	-
Total Gifts & donations	5,073	2,745

4. Income from charitable activities

	2019	2018
	£	£
Grants		
BCC Community Invest. Fund	3,562	27,660
BCC People (Adults)	-	596
Voice & Influence Partnership	21,250	-
BAB Participating Network	2,250	250
St Monica Trust	7,500	-
Age Friendly Community Chest	-	927
BEING	-	-
John James Foundation	500	-
Bristol Community Health	500	-
Total income from charitable activities	35,562	29,433

5. Income from other trading activities

	2019	2018
	£	£
Newsletter Adverts	693	1615
Newsletter sponsorship	1,500	1300
Stalls	225	-
Total income earned from other trading activities	2,418	2,915

6. Investment income

Investment income of £66 is interest received from the Triodos deposit account.

7. Analysis on expenditure on charitable activities
1 April 2018 - 31 March 2019

	Basis of apportionment	Unrestricted £	Restricted	Total 2018-19	Total 2017-18
Direct costs					
Salaries, NI & pension	75% of staff time	2,798	11,922	14,720	11,007
Consultation fees		-	6,500	6,500	-
Staff expenses		-	115	115	-
Newsletter printing		270	2,115	2,385	2,657
Newsletter mailing		-	739	739	761
Newsletter postage		695	2,465	3,160	3,279
Venue costs		-	599	599	1,254
Event costs		-	266	266	-
Transport costs		-	63	63	-
Trustee expenses (OF+Rep)		356	-	356	309
Promotion costs		-	54	54	17
Other expenses		-	-	-	615
Total direct costs		4,119		28,957	19,899
Indirect costs (Overheads)					
Salaries	25% of staff time	933	3,974	4,907	7,026
Governance (see note 8)		578	16	593	581
Office costs (see note 8)		1,906	3,716	5,622	5,806
Total overheads (indirect costs)		3,417	7,706	11,123	13,412
Total charitable activity costs		7,535	7,706	40,080	33,312

8. Analysis of governance and support costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between six key charitable activities undertaken in the year.

Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	Support costs			Basis of apportionment
	unrestricted	restricted	Total 2018-19	
Governance		£		
Salaries, NI & Pension	205.19	874.29	1,079.48	Staff time
Independent Examination	100.00	-	100.00	Governance
Trustee expenses	218.78	15.61	234.39	Governance
Info Commissioners Office	75.00		75.00	Governance
Trustee meetings refreshments	41.60	-	41.60	Governance
Trustee training		-	-	Governance
Membership (Vocur, NPC)	132.50	-	132.50	Governance
PR (cards)	10.00	-	10.00	Governance
Total Governance	783.07	889.90	1,672.97	
Office costs				
Salaries, NI & Pension	727.49	3,099.75	3,827.24	staff time
Staff CPD	137.00	-	137.00	Office costs
Insurance		404.47	404.47	Office costs
Rent	1,046.05	3,037.95	4,084.00	Office costs
Telephone	58.89	260.59	319.48	Office costs
Bank charges	78.52	-	78.52	Office costs
Printing	135.34	7.50	142.84	Office costs
Postage	11.26	-	11.26	Office costs
Stationary	69.72	5.91	75.63	Office costs
Depreciation	-	-	-	Office costs
IT Maintenance	282.80	-	282.80	Office costs
IT Software	86.40	-	86.40	Office costs
Total Office costs	2,633.47	6,816.17	9,449.64	
Total Support costs	3,416.54	7,706.07	11,122.61	

9. Analysis of staff costs and trustee remuneration and expenses

	Unrestricted funds 2018-19 £	Restricted funds 2018-19 £	Total funds 2018-19 £	Total funds 2017-18
Salaries	3,731	15,783	19,513	18,628
Social Security costs	-	-	-	-
NEST Pension contributions	-	113	113	78
Total staff costs	3,731	17,943	19,626	18,706

No employees had employee benefits in excess of 60,000 (2018 none). Pension costs are allocated to activities in proportion to related restricted staffing costs incurred.

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity.

Seven Trustees received expenses totalling £590 (Gov: £234, OF + Rep: £356) during the year (2017-18 £577). These were for travel and parking costs during the furtherance of the CIO's charitable objects.

10. Staff numbers

The average head count (number of staff employed) over the course of the year was 1.5 staff (2018 2). This equates to an average of 0.9 full-time member of staff (2018 0.9).

11. Government Grants

Income from government grants are performance related grants made by the Bristol local authority to fund addressing inequality, and engaging and informing older people in Bristol.

12. Tangible fixed assets

	IT equipment £	Total £
Cost:		
As at 1 April 2018	1,334	1,334
Additions	-	-
As at 31 March 2019	1,334	1,334
Depreciation		
As at 1 April 2018	1,334	1,334
Charge for the year	-	-
As at 31 March 2019	1,334	1,334
Net book value	-	-
As at 1 Apr 2018	-	-
As at 31 March 2019	-	-
<i>Balance at 31 March 2018</i>	<i>-</i>	<i>-</i>

13. Debtors

	2019	2018
	£	£
Trade debtors	-	160
Prepayments	-	35
	-	195

14. Creditors: amount falling due within one year

	2019	2018
	£	£
Sundry creditors	-	30
Accruals	100	100
	100	2,940

15. Analysis of charitable funds**Analysis of movements in unrestricted funds**

	Balance 1 Apr 2018	Incoming resources	Resources expended	Transfers	Funds at 31 March 2019
	£	£	£	£	£
General fund	4,714	7,557	7,535	-	4,735
Designated fund	18,000	-	-	-	18,000
Total	22,714	7,557	7,535	-	22,735

General fund: The 'free reserve' after allowing for all designated funds.

Designated fund: Calculated as six months running costs, in accordance with the charity's Reserves Policy.

Analysis of movements in restricted funds

	Balance 1 Apr 2018	Incoming resources	Resources expended	Transfers	Funds at 31 March 2019
	£	£	£	£	£
BCC Community Investment Fund	-	3,562	3,562	-	-
Voice & Influence Partnership	-	21,250	18,625	-	2,625
BAB Participating Network	-	2,250	2,250	-	-
St Monica Trust	-	7,500	7,500	-	-
John James Foundation	-	500	500	-	-
Bristol Community Health	-	500	107	-	393
Total	-	35,562	32,544	-	3,018