

# Age Concern Heathfield and District

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**Age Concern Heathfield and District**

**Income & Expenditure for 12 months 30th June 2020**

**Charity Number 205665**

# Age Concern Heathfield and District

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## Legal and Administrative Information

Trustee	Dawn Gillian Brock (Chair) Mandy Jarvis Peter John Jeffrey Brock Elizabeth Jean Keating Kenneth Jarvis
Charity Number	205665
Principal Address	12 Hawthorn Close Heathfield East Sussex TN21 8HP
Independent Examiner	Elisabeth Williams, Howard & Co
Bankers	NatWest Bank 49 High Street Uckfield East Sussex TN22 1AN  Shawbrook Bank Limited Lutea House Warley Business Park The Drive Great Warley Brentwood Essex CM13 3BE

# Age Concern Heathfield and District

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# Age Concern Heathfield and District

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## **Trustees' Report**

### **For the year ended 30<sup>th</sup> June 2020**

The trustees present their report and accounts for the year ended 30<sup>th</sup> June 2020.

The accounts have been prepared in accordance with the accounting policies which comply with the Charities Act 2011 and the Statement of Recommended Practice issued in March 2005.

### **Structure, governance and management**

The charity was established by a deed of constitution on 2 November 1953. Amended 26 September 1991 and 23 September 1997.

Registered with the Charity Commission, registration number 205665

The trustees who served during the year were:

Dawn Gillian Brock (Chair)

Mandy Jarvis

Peter John Jeffrey Brock

Elizabeth Jean Keating

Kenneth Jarvis

Trustees are elected annually at the Annual General Meeting

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

### **Objectives and activities**

To promote and assist the general good of all old people in the parishes of Heathfield, Horam and Waldron.

This is a charity staffed entirely by volunteers offering minibus transportation and a comprehensive medical car service for the benefit of elderly & disabled people in Heathfield and district Area. A Men's Shed project was established during the year, which will provide men over the age of 60 the opportunity to connect, create and converse.

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## Chair Report

### Chairman's Report- July 2019- June 2020

Well what a year it has been! I think it is true to say our 30<sup>th</sup> Anniversary year has certainly been one to remember – but sadly not for the happy, celebratory reasons it should have been.

At the time of writing this report I was hoping that our plans for a public AGM meeting would have been able to go ahead and I would have the chance to read this report to you in person. Sadly with the ever -changing guidelines around gatherings, the latest Covid-19 rules will not allow for it, and so yet again, we will have to proceed with a postal AGM as before.

With the sudden resignation of David Robinson in August 2019, we started the financial year with a steep learning curve on how to become Treasurer's and keep accurate charity accounts. A new system for recording the income and expenditure of the organisation was developed by Elizabeth and myself, and after a 4 month battle with the bank, we finally managed to update all the signatories on the accounts and successfully navigated our way around on-line banking. Although we were rather proud of our efforts, we were so relieved when in October we were introduced to Alan Hale, who with a wealth of experience and a banking background, agreed to take on the role of Treasurer– and the rest, as they say, was history. Alan developed our amateur systems further, has prepared a variety of different ways of analysing our financial data and has ended up producing the impressive end of year accounts that you will have seen in this mailing.

As well as the day to day running of the organisation, the Executive Team have worked tirelessly behind the scenes reviewing our working practices relating to the transport of fixed wheelchairs on the minibuses and carrying out a full review of all our policies and procedures. A handbook has also now been developed to explain the history and structure of Age Concern Heathfield and District, listing the current post holders, and signposting volunteers to our website and the secure area where all our operational documentation can be found. This handbook will serve as a good induction tool to any new volunteers, and provides a good reference to the working practices of the organisation.

This review of policies and procedures is also a necessary requirement of the Charity Commission should we decide to proceed in applying for incorporated status in the future. You may recall the suggestion of becoming a CIO (Charity Incorporated Organisation) has been talked about in previous AGM's as it provides more flexibility as to how we may want to develop and run operations in the future and provides more security for the Trustees. We shall continue to review this option, together with any other alternatives to ensure that we best meet the needs of the organisation.

Throughout the year we always aim to hold a variety of social and training events for our team of volunteers as a way of getting everyone together, updating them on current developments and offering training opportunities to improve our working practices. This year we held a social event at Christmas and a training event in February on Safeguarding.

Plans were discussed and preparations made for celebrating our 30<sup>th</sup> Anniversary year. Two events were scheduled – one for an Afternoon of Song in April and the other for an Afternoon at the Proms in September, both of which have sadly had to be cancelled due to the Covid -19 situation.

New livery was added to the minibuses, special lanyards for the volunteers were designed and purchased and special anniversary editions of the newsletter planned. Sadly, we have not been able

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to celebrate as we had wished, but every effort will be made to hold a belated event when and as we are able to do so.

That said, the Covid-19 situation has strangely left us with much to celebrate- ahead of the official Government lockdown, we managed to set up a shopping and telephone buddy services to ensure all our clients were well looked after during the difficult weeks and months ahead. Many of our regular volunteers turned their hands from driving minibuses and cars to becoming shoppers and buddies. As the initial weeks passed we became inundated with extra requests for help, which under normal circumstances would have overwhelmed us, but thanks to the magnificent response from Heathfield and Waldron Rotary Club, members of the community and students home from university, we managed to recruit enough volunteers to cover the growing demand for help. At the height of the pandemic we shopped for 65 households each week and were regularly telephoning over 120 clients. A truly magnificent achievement and one which I think we should all feel very proud of. I would like to take this opportunity of thanking all those volunteers who helped so brilliantly and tirelessly throughout – we couldn't have achieved this without you all.

In addition to the shopping and phone buddying we were supported by the local branches of the Co Op, Sainsburys and Waitrose, who all made contributions of biscuits, chocolates and daily essentials to enable us to put together some activity bags for all our clients.

We have also successfully implemented a book and jig saw swap bus, which visits clients in their homes and enables them to borrow books and puzzles to while away the long hours of isolation. We also have a growing team of knitters who are clicking their needles to produce hundreds of squares which can then be sewn together to make blankets and bed runners for the residents at Heffle Court.

We have been so touched by the many letters of thanks received from very grateful clients and their families, together with some very generous donations. It has been hard work, but it has also been made so worthwhile knowing that we have managed to make a difference and offer help when it was needed most.

The pandemic of course is far from over, and whilst things in some ways have improved a little from the early lockdown days, we are still intending to continue with our shopping and phone buddying services for as long as we feel they are needed.

So, whilst not the celebrations we had hoped for, perhaps the situation has provided us with the opportunity to celebrate and embrace community spirit at its very best – something which we feel immensely proud to be part of.

The events of the past 7 months have meant that our regular services have had to be suspended – the minibuses and medical car services have not yet been able to resume. We are monitoring the guidelines carefully, but the safety of our clients and our volunteers has to be at the forefront of any decisions we make and we will not restart our services until we feel it is safe to do so.

The current situation has made us realise that we may well need to make some changes to the way in which we operate in the future and to review what services we may or may not be able to continue to offer. It will be another difficult year ahead, but I am confident that whatever decisions need to be made we will always make in the best interests of the elderly and disabled members of the community we serve.

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Whilst our transport services have had to be suspended, one part of our organisation which has quietly continued to develop throughout is our Heathfield Men's Shed. Despite the delays and setbacks, construction of the main workshop building is now complete and preparations are now well underway to install an electricity supply, insulation, workbenches and the tools and equipment to make this a workshop to be proud of! Socially distanced sessions are hoping to commence from October and the facilities will provide the perfect environment for the Sheddors to meet, converse, connect and create. A number of joint projects with the children and staff at the adjacent Little Tinkers Nursery School have been planned and a variety of community projects with other organisations are also in place. This has been a fantastic achievement, and whilst I know he is my husband, I hope you will forgive me for wanting to say a huge thank you to Peter Brock for leading this project and getting it to the point it has reached today. I'm sure, like me, we shall all look forward to hearing about the future successes of the Men's Shed.

Throughout the year we have also been extremely lucky to benefit from the receipt of some additional funding. Some of this funding has been directly linked to the services we have provided during the Covid-19 crisis.

Special thanks should be given to the Lund Trust who granted us £5000 to support our Covid-19 efforts and Wealden District Council also awarded us £450 to help cover some of the extra administrative costs incurred during this time.

Heathfield and Waldron Parish Council awarded us £500 which will be used to plan a celebratory event for our volunteers and clients when and as the situation allows.

The Executors of the estate of the late Maurice Spurgin have given us a bequest in excess of £30,000 - a truly amazing amount of money which will go a long way to ensuring that our services can continue and be financially well supported long into the future.

In addition to those already mentioned, we have received a large number of donations from clients and their families as a thank you for the help and support we have provided- we are so grateful to each and everyone of you that have made this kind and generous gesture – we really do appreciate it.

Finally, to end this report, I would like to say some special thank yous-

Firstly, to our fabulous team of volunteers –those who have joined us recently to help with the Covid-19 Crisis, and those who have been with us for a number of years. You have all gone the extra mile and been there to help whenever it has been needed. Not one single request for help had to be refused as you were all so willing to help out. Our achievements as an organisation have been down to all of you- we simply couldn't have done it without you. Thank you so much.

The second group of people to thank are of course all the members of the Executive Team who work tirelessly behind the scenes making sure everything runs smoothly. Thank you to each of you for your commitment and dedicated hard work. We shall be sad to see some of the team stand down from the committee this year – Mandy, Tash and Carol, but we are grateful to them all for their help and support, and I know we are not losing them altogether as they will still be involved in other ways going forwards.

I would also like to say a special thank you to someone who is not such a well-known face to you all, but nevertheless, works so incredibly hard behind the scenes and without whom Age Concern would not be the organisation it is – Elizabeth Keating- thank you for all your knowledge and wise words of

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advice and encouragement, along with the hours of work you spend to ensure deadlines are met and everything runs like clockwork. In particular you have single handedly dealt with all the invoicing, payments and reimbursing of funds to the volunteers on the shopping service, with shoppers being reimbursed within minutes of supplying receipts! Well done and thank you so much Elizabeth.

And finally, the most important thank you should go to all our clients and supporters – you make our roles as volunteers so worthwhile and so rewarding – it is wonderful for us to know that our efforts do make such a real difference to you and that you appreciate all that we do.

The saying of 2020 has very much been ‘we are all in this together’ and I hope that we have proved to you that Age Concern Heathfield and District has been there for you all and will continue to be for the next 30 years ahead!

Dawn Brock – Chairman of Trustees  
September 2020



# Age Concern Heathfield and District

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## Age Concern Heathfield & District

### Income & Expenditure for 12 months 30th June 2020

	Notes	2020 £	2019 £
<b><u>Income</u></b>			
General Donations and Activities	2	75,185	18,409
Investment Income	3	58	1,307
<b>Total Income</b>		<b>75,243</b>	<b>19,716</b>
<b><u>Expenditure</u></b>			
Expenses	4 & 8	31,396	19,445
Accountancy Fees		0	200
Depreciation		15,200	17,939
<b>Total Expenses</b>		<b>46,596</b>	<b>37,584</b>
<b>Net Income/(Expenditure) for the Year/ Net Movement in Funds</b>		<b>28,647</b>	<b>(17,868)</b>

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## Balance Sheet

As at 30<sup>th</sup> June 2020

	Notes	£	2020 £	£	2019 £
<b>Fixed Assets</b>					
	5				
Fixed Assets at Cost			108,745		90,761
Less Depreciation			<u>-43,414</u>		<u>-28,214</u>
			65,331		62,547
<b>Current Assets</b>					
Cash at Bank and in hand	9	84,171		63,161	
Debtors: amounts due within 1 year	6	4,853			
Creditors: amounts due within 1 year	7	<u>-200</u>	88,824	<u>-200</u>	62,961
<b>Total Assets less current liabilities</b>			<u>154,155</u>		<u>125,508</u>
<b>Funds</b>					
Unrestricted Funds			114,155		85,508
DVLA Mini Bus Gift Aid Reserve			40,000		40,000
			<u>154,155</u>		<u>125,508</u>

The Accounts were approved by the Trustees on

Chair of the Trustees  
Dawn Gillian Brock

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## Notes to the Accounts

### 1) Accounting Policies

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, 'Accounting and Reporting by Charities', issued March 2005 and the Charities Act 2011.

### 2) Income

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Income from Mini Bus Services	13,562	12,602
Subscriptions to Mens Shed	1,735	670
Advertising	903	785
Donations/Gifts/Grants	58,985	4,352
	<u>75,185</u>	<u>18,409</u>

### 3) Investment Income

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Interest Receivable	<u>58</u>	<u>1,307</u>

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### 4) Other Expenses (2020 information is broken down in greater detail than 2019 information)

	2020	2019
	£	£
Advertising	291	
Computer	0	
Contractors / Admin Cost	4,421	4,410
Equipment	3,438	
General Insurance	890	574
Licenses - Blue Badge	20	
Medical Expenses	106	
Meetings Rooms	227	
Motor Expenses	11,291	8,753
News Letter	1,598	
Postage	368	
Rent	1,640	1,000
Software	340	351
Staff Training, DBS Checks & Welfare	400	54
Stationary & Printing	1,184	2,336
Subscriptions	24	
Sundry / Donations	790	
Telephone	1,359	733
Thank You	432	
Travel & Subsistence	0	265
Office / Shed / Shopping	2,052	
Misc	526	969
	<hr/>	<hr/>
	31,396	19,445

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### 5) Fixed Assets

	2020 £	2020 £	2020 £	2019 £
	Buildings	Motor Vehicles	Total	Total
Fixed Assets at Cost B/fwd	8,731	82,030	90,761	15,030
Additions in Year				
Purchased	17,984		17,984	35,731
Gift Aided – DVLA Scheme				40,000
<b>Total Cost of Fixed Assets C/fwd</b>	<b>26,715</b>	<b>82,030</b>	<b>108,745</b>	<b>90,761</b>
Depreciation B/fwd	0	28,214	28,214	10,275
Depreciation Charge in Year	1,746	13,454	15,200	17,939
<b>Total Depreciation Charge</b>	<b>1,746</b>	<b>41,668</b>	<b>43,414</b>	<b>28,214</b>
<b>Net Book value at 30<sup>th</sup> June 2020</b>	<b>24,969</b>	<b>40,362</b>	<b>65,331</b>	
<b>Net Book value at 30<sup>th</sup> June 2019</b>	<b>8,731</b>	<b>53,816</b>		<b>62,547</b>

### 6) Debtors: amounts falling due within one year

	2020 £	2019 £
Shopping purchased for Clients	4,853	0

### 7) Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals	200	200

### 8) Trustees

None of the Trustees (or any person connected with them) received any remuneration or benefits from the charity during the year.

### 9) Analysis of Funds

	As at 30 <sup>th</sup> June 2019 £	Cash Flow £	As at 30 <sup>th</sup> June 2020 £
Cash at Bank and in Hand	63,161	21,010	84,171

# Age Concern Heathfield and District

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## Independent examiner's report to the trustees of Age Concern Heathfield and District

I report to the trustees on my examination of the accounts of the Age Concern Heathfield and District for the year ended 30 June 2020.

### Responsibilities and basis of report

As the charity trustees of Age Concern Heathfield and District you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Age Concern Heathfield and District's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

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

1. accounting records were not kept in respect of Age Concern Heathfield and District as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed: 

Elisabeth Williams  
ACA membership no 3403610  
Howard & Co  
Monkhurst House Offices  
Sandy Cross Lane  
Heathfield  
East Sussex  
TN21 8QR

Date: 16 April 2021

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