

**Age Concern Heathfield and District**

**Income & Expenditure for 12 months 30th June 2023**

**Charity Number 205665**

# Age Concern Heathfield and District

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## Legal and Administrative Information

Trustees	Dawn Gillian Brock Alan Kenneth Hale Peter John Jeffrey Brock Elizabeth Jean Keating Julie Anne Langdon – appointed 3 <sup>rd</sup> November 2022
Charity Number	205665
Principal Address	12 Hawthorn Close Heathfield East Sussex TN21 8HP
Independent Examiner	Steve Kemp, MDJ Services
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 2023**

The trustees present their report and accounts for the year ended 30<sup>th</sup> June 2023.

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

Alan Kenneth Hale

Peter John Jeffrey Brock

Elizabeth Jean Keating

Julie Anne Langdon – appointed 3<sup>rd</sup> November 2022

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.

# Age Concern Heathfield and District

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## Chair Report

### Chairmen's Report for the period 1<sup>st</sup> July 2022 – 30<sup>th</sup> June 2023

As ever, we have had another busy year with all our services running at full strength and an ever-growing demand to provide more.

We have increased the number of clients we are regularly supporting, especially with the Medical Car Service, our minibus trips are frequently over-subscribed, and we have a waiting list of men wanting to join the Men's Shed.

Following on from last year's huge honour of receiving our Queen's Award, we have taken the opportunity of using this year to reflect on the organisation as a whole - the things we do well, the things we could do better and most importantly, how we can 'future proof' the organisation to ensure we continue to support the elderly and disabled members of the TN21 community in the future.

Sadly, Nina who we had thought would be taking over as the chairman, decided to withdraw her offer due to personal and work commitments, which left us at the start of the year without a chairman. As a result, Alan and I agreed to continue to cover the role until another suitable replacement could be found. This situation highlighted to us the desperate need to share workloads and make them a more manageable task for others to take on - finding new volunteers to run the ever-growing services was not going to be an easy task, and something drastic had to change if we wanted to avoid the reduction in services or the potential collapse of the organisation.

As a result, the Trustees and Executive Committee have worked incredibly hard behind the scenes reviewing all of our existing policies and procedures – something we are required to do annually anyway, but we have also added a number of new ones to ensure we are meeting recent changes in legislation and that we are operating securely.

The Trustees have also looked in detail at all the roles involved in running the services, how best they could be streamlined to operate more efficiently, together with how the roles could be divided out to involve more people, each taking on more manageable workloads.

A growing area of concern was of course the risk that our Trustees were personally taking on, effectively meaning everything the organisation did in terms of purchasing of minibuses, equipment for the Men's Shed, Lease agreements and liability etc was in the names of the Trustees.

As a result of extensive research and professional advice, it became clear that the best way forward for Age Concern Heathfield and District would be to become an ICO – Incorporated Charity Organisation, removing risk from individuals and allowing the charity to have its own identity in terms of liability, agreements and finances.

You will recall that we recently wrote to all our members asking for approval for us to proceed with this process and we received a resounding response of agreement. The process is now underway, solicitors have been engaged and we will of course keep you posted as we progress with the transition.

# Age Concern Heathfield and District

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Alongside the letter seeking approval for Incorporation, we also made an appeal for volunteers to come forward and help with the running of the services, and again, we were delighted at the response we received. We now have enough people who have volunteered to take on extra roles of responsibilities to secure the future of the organisation. All new offers of help have been accepted and training and induction is taking place to introduce people into their new roles whilst at the same time complying with the rules of what will become our new constitution, once Incorporation is complete.

More details will be explained at the AGM when formal voting for these positions will also take place.

## Services

In terms of the individual services, it has and always will be, our priority to operate with the safety of our volunteers and clients at the forefront.

The **Minibus Team** of Volunteers has increased slightly in number, and demand for transport, especially to get people out on trips, has steadily grown. All three of our buses are scheduled to be out most days of the week and it has been especially nice to see the reintroduction of a service to Holy Cross Priory and Oaklands, both local nursing homes, to enable them to take residents out on trips. We also welcome the new arrangement we have with Tinkers Hatch, a local residential home for adults with disabilities, who provide their own driver but use one of our buses to take their residents out and about. As a result of this arrangement, we have gained an extra driver who drives a couple of times a month for us too.

Following some long delays with the DVLA in renewing licences, we had a period of time when a number of drivers were off the road, but fortunately we are now back to full strength.

The **Medical Car Service** continues to grow, with requests from new clients coming in all the time. This service has been particularly challenging to run as appointments are often offered to clients at short notice and at weekends and equally are being cancelled with little notice. The huge waiting lists and backlog within the NHS, together with doctors strikes etc., have meant that clients are desperate to get to much awaited for appointments. Our team of administrators and drivers have gone above and beyond to try and ensure as many of these requests are met as possible, and on the odd occasion when we simply do not have the capacity, we try to offer other solutions such as booking taxis and subsidising the costs to ensure nobody misses their appointments.

It has been lovely to welcome a couple of new drivers to the team, but we can always do with more, so please spread the word!

The **Men's Shed** has remained very popular and now operates a waiting list for new members who wish to join. A number of very successful commissions have been completed for other organisations in the town, along with bespoke items that have been ordered and made for individuals. The men continue to enjoy an active social programme, including monthly breakfast meetings, monthly pub evenings, Chinese and Indian meals out, local quiz evenings and trips out to places of local interest such as Bentley Wood Fair, Brewery Tap Rooms and Airborne.

# Age Concern Heathfield and District

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They are regular stall holders at the Waldron Market held monthly at Holy Cross Priory, and at seasonal times of the year at the Heathfield Farmers Market.

Many of you will have already heard that Peter will be standing down from his role as Leader of the Men's Shed. After managing to get the whole project up and running, buildings purchased and erected and funding secured to provide the most up to date equipment, he will be taking a well - earned rest. Peter will remain a member of the Men's Shed, but a very special thank you should go to him for making the project the success it is today.

## **Finances**

Our financial position remains strong with thanks mainly to the regular donations that we receive from clients. Sadly the small Age Concern group in Burwash was forced to close earlier in the year and as a result passed on their funds to us, as the next nearest Age Concern. We are very grateful to them for their generous donation of £3,246.

In addition, the Linked Hands group was also forced to close, and as this was a group providing social activities to older people, they too chose to give their remaining funds to us.

Sadly a number of clients have also passed away this year, and their families made us the beneficiary of any donations in lieu of flowers – we are extremely grateful for these kind and generous gifts.

We have recently signed up to the Wealden Lottery as a local charity who will benefit from the sales of lottery tickets - 50p of each ticket sold, will be donated to us if the purchaser nominates us as their chosen charity.

Whilst we appear to have plenty of money in the bank, we must not lose sight of the fact that two of our minibuses are getting older – one being 8 years old, so we will need to start thinking about replacing it in the short to medium term, which will instantly use at least £50,000!!

In addition, we will also incur legal expenses this year for the completion of the Incorporation application and the renegotiation of a new lease for the Men's Shed.

We have also moved money into different restricted access accounts, to try and earn more interest on our investments.

## **Volunteers**

As always, I cannot emphasise enough that our greatest asset of all is our Volunteers – without whom none of the services could operate.

We have held a number of events for our volunteers throughout the year – a Christmas Social event last December, awareness sessions in Manual Handling and Safeguarding, refresher training on the use of wheelchair clamps and a BBQ in the summer.

# Age Concern Heathfield and District

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We hope that these events demonstrate how much we value your commitment to us, make you feel part of a supportive team and give you confidence to carry out your volunteering roles. A huge thank you to each and every one of you for everything you do, we simply could not do it without you.

## **Clients**

Our clients bring us so much joy and pleasure – the difference we can see our services make is reward in itself, and so again, to each of you THANK YOU for using our services, for making us laugh and for sharing your wonderful lives and memories with us.

## **Future**

As previously explained at the start of this report, Alan and I chose to stay on and cover the role of chairman whilst suitable replacements could be found. I am delighted that this has been achieved, and am confident that the organisation is being handed over to very capable hands.

We will therefore, both be standing down from our roles as Co-Chairmen. Alan will remain involved on the financial side, and I will continue to put together passenger lists and drive the minibuses, so you have not got rid of us yet!!

We would like to take this opportunity to thank all our colleagues on the Board of Trustees and the Executive Team for their dedication and hard work throughout another busy year – the work that you all do behind the scenes is often unnoticed, but nevertheless vital to the day - to- day operation of the charity – thank you all so much!

The success of any organisation is dependent on change and the need to evolve to meet the current demands. The new organisational structure of the ICO, along with a new Board of Trustees, service teams and sound governance, will ensure Age Concern Heathfield and District remains the well respected and successful organisation it has become.

We will look forward to this next transition and wish all those involved in making it happen, every success.

**Dawn Brock**

**Alan Hale**

**Co-Chairman of Trustees**

**Co-Chairman of Trustees**

**October 2023**



# Age Concern Heathfield and District

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## Age Concern Heathfield & District

### Income & Expenditure for 12 months 30th June 2023

	Notes	2023 £	2022 £
<b><u>Income</u></b>			
General Donations and Activities	2	39,069	47,655
Investment Income	3	165	178
<b>Total Income</b>		<b>39,234</b>	<b>47,833</b>
<b><u>Expenditure</u></b>			
Expenses	4 & 8	21,844	21,131
Accountancy Fees		0	0
Depreciation		22,576	23,430
<b>Total Expenses</b>		<b>44,420</b>	<b>44,561</b>
<b>Net Income/(Expenditure) for the Year/ Net Movement in Funds</b>		<b>-5,186</b>	<b>3,272</b>

# Age Concern Heathfield and District

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## Balance Sheet

As at 30<sup>th</sup> June 2023

	Notes	£	2023 £	£	2022 £
<b>Fixed Assets</b>	5				
Fixed Assets at Cost			152,470		152,470
Less Depreciation			-91,829		-69,253
			<u>60,641</u>		<u>83,217</u>
<b>Current Assets</b>					
Cash at Bank and in hand	9	80,473		62,427	
Debtors: amounts due within 1 year	6	588		1,243	
Creditors: amounts due within 1 year	7		<u>81,061</u>	<u>1,243</u>	<u>63,670</u>
<b>Total Assets less current liabilities</b>			<u>141,702</u>		<u>146,888</u>
<b>Funds</b>					
Unrestricted Funds			141,702		106,888
DVLA Mini Bus Gift Aid Reserve			0		40,000
			<u>141,702</u>		<u>146,888</u>

The Accounts were approved by the Trustees on

Dawn Brock

Co-Chairman of Trustees

Alan Hale

Co-Chairman of Trustees

# Age Concern Heathfield and District

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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>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Income from Mini Bus Services	16,554	11,914
Subscriptions, Donations and Fundraising to Men's Shed	7,592	6,608
Income from Medical Car Services	5,571	4,381
Central Donations/Gifts/Grants	9,352	24,752
	<b>39,069</b>	<b>47,655</b>

### 3) Investment Income

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Interest Receivable	165	178

## Age Concern Heathfield and District

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### 4) Other Expenses

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Advertising	0	0
Computer	709	123
Contractors / Admin Cost	930	0
Equipment	2,928	4,216
General Insurance	485	462
Licenses - Blue Badge	10	21
Medical Expenses	481	0
Marketing	65	851
Motor Expenses	9,195	5,846
News Letter	477	0
Postage and office expenses	287	1,137
Rent	1,171	2,469
Software	0	176
Staff Training, DBS Checks & Welfare	1,917	228
Stationary & Printing	643	0
Subscriptions	141	0
Sundry / Donations	649	65
Telephone	454	16
Thank You	116	1,306
Travel & Subsistence	92	82
Office / Shed / Shopping	1,095	1,458
Misc.	0	2,673
	<b>21,844</b>	<b>21,131</b>

## Age Concern Heathfield and District

### 5) Fixed Assets

	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Buildings</b>	<b>Motor Vehicles</b>	<b>Total</b>	<b>Total</b>
Fixed Assets at Cost B/fwd	26,715	125,755	152,470	93,715
Additions in Year				
Purchased				58,755
Disposal				
Gift Aided – DVLA Scheme				
<b>Total Cost of Fixed Assets C/fwd</b>	<b>26,715</b>	<b>125,755</b>	<b>152,470</b>	<b>152,470</b>
Depreciation B/fwd	12,432	56,821	69,253	45,823
Depreciation Charge in Year	5,343	17,234	22,577	23,430
Depreciation eliminated on disposal				
<b>Total Depreciation Charge</b>	<b>17,775</b>	<b>74,055</b>	<b>91,830</b>	<b>69,253</b>
<b>Net Book value at 30<sup>th</sup> June 2023</b>	<b>8,940</b>	<b>51,701</b>	<b>60,641</b>	<b>83,217</b>
<b>Net Book value at 30<sup>th</sup> June 2022</b>	<b>14,283</b>	<b>68,935</b>	<b>83,217</b>	<b>47,892</b>

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

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Shopping purchased for Clients	588	1,243

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

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Accruals	0	0

### 8) Trustees

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

# Age Concern Heathfield and District

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## 9) Analysis of Funds

	As at 30 <sup>th</sup> June 2022	Cash Flow	As at 30 <sup>th</sup> June 2023
	£	£	£
Cash at Bank and in Hand	62,427	18,045	80,473

# 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 2023.

### **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:



Steve Kemp FCCA  
ACCA membership no 2792716  
Date: 11 October 2023

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