

Peggy Dodd Centre

Supporting those with memory loss and their carers



SPA (Peggy Dodd) Bath
Annual Report & Accounts

2014 - 2015

SPA (Peggy Dodd) Bath

Annual Report 2014 - 2015

Registered Office:

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Registered Charity : 1058294

Registered 26 September 1996

Company Limited by Guarantee 3250972

Registered 17 September 1996

This report is issued for the period from
1 April 2014 to 31 March 2015



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Chairman's Report

Yet again, I am able to report on another very active and successful year for our charity, during which we have consolidated the expansion efforts of the previous year, and have been able to cope with the ever increasing demand for the support we provide to carers and those they care for.

Despite now providing 36 spaces at the Day Centre we still have a waiting list. There have been a several staff changes at the Day Centre and we saw a number of long-serving staff move on to pastures new. Our new staff have had a positive impact on what we do and the way do it, and we are grateful to them, and the continuing staff for their efforts this year.

The Home Support side continues to provide support for those who are housebound.

Our thanks go to Mrs Rachel Burns and Ms Chris Perrin as managers of these activities.

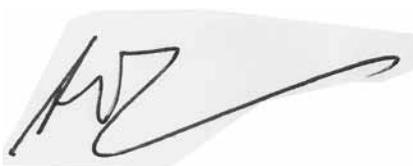
The Dementia Café and Singing for the Brain continue to be well attended, and our thanks go to Mrs Margaret Klestadt for running these activities.

Since the year end, a long-serving Trustee, Mr Ken Biggs has died. He and his wife Ivy had supported us for many years, and he had given us the benefit of his building expertise and knowledge. Ms Maggie Bader has relocated to London for family reasons and has stood down as a Trustee. Her personnel and management experience were invaluable to us.

Thanks to good management by our Company Secretary, Mr David Hughesdon, we finished the year on a sound financial footing. We were fortunate to receive legacies during the year and these helped us in consolidating our reserves. The local Council contract for the Day Centre has been extended to 31 March 2017 which helps us in planning for the future.

The Trustees are committed to maintaining our reputation for excellent service, and we are confident that we can continue as a small independent local charity. The current year is again planned to be one of consolidation for both the Home Support work and the Day Centre, both of which continue to grow.

Still in difficult financial times, we continue to seek ways to continue the Peggy Dodd ethos of helping carers. My thanks to staff, volunteers and friends who help us to do this work.



Anthony Barber, Chair



Report of the Management Committee

The Management Committee is pleased to present this report together with an extract of the audited financial statements of the Charity.

Charity Information

Trustees:

Chairman:

Anthony Barber

Honorary Treasurer:

Alan Hodges

Members:

Maggi Bader (resigned 18 May 2015)

Ken Biggs (died 27 April 2015)

Rosemarie Cole

Linda Daws (Vice-Chair)

Jillian Harvey

David Hill

Margaret Klestadt

Jean Perkins (resigned 11 October 2014)

Prof. Francis Ring

Staff Members:

Company Secretary:

David Hughesdon FCA

Day Centre Manager:

Rachel Burns

Assistant Manager:

Lynn Griffin

Senior Care Assistant:

Natasha Newman

Care Assistants:

Barbara Lewington Paul Hurren

Alison Godfrey Nicola Guy

Helen Woodbury Linda Curtis

Home Support Manager:

Chris Perrin

Auditors:

Petherick & Gillard

124 High Street, Midsomer Norton

Solicitors:

Mogers, Queen Square, Bath

Bankers:

NatWest and Barclays Banks, Bath

Bath Building Society

Cambridge & Counties Bank

Structure, Governance & Management

The organisation is a charitable company limited by guarantee, incorporated on 17 September 1996, and registered as a charity on 26 September 1996. The company (which took over the work of Support for Relatives of the Mentally Infirm) was established under a Memorandum of Association which established the objects and powers, and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding one pound.

The Board of Trustees consists of up to fifteen members who meet six times a year and administer the Charity. The Trustees are Directors of the Company and are elected from amongst the members of the company on an annual basis at the Annual General meeting. Any member of the Charity may make nominations and all Trustees retire each year and are eligible for re-election, without any age restriction.

Currently there are eight Trustees, mostly retired people including carers, teachers, social workers, administrators, business and other professionals, providing us with a good spectrum of experience and input.

We are fortunate to have Trustees with the professional skills necessary to oversee the administrative and financial systems, and these Trustees ensure a businesslike approach to running the charity.

The Trustees are aware that when vacancies arise, they may need to broaden the range of expertise available to the Charity.

The Company Secretary is a professional accountant and the Charity has a sound and secure financial base for the business.

The financial statements are audited each year to ensure the integrity of the charity.



Trustee Induction and Training

SPA has had a very stable and loyal membership and the majority of Trustees have been in place for the past few years. All Trustees have either relevant professional experience or have been involved with the charity as carers or volunteers. The benefits of experience are balanced by current use of legal, management and administrative expertise.

The changing regulatory world means that new Trustees should be recruited with specific business skills. We are currently looking to fill one or two spaces on the Board, and hope to appoint people who extend the knowledge available to the Board.

Risk Management

With our contract for the provision of Day Centre services up for renewal on 31 March 2014, a Risk Assessment was carried out in 2013 on the effects of substantial cuts in this funding. If this funding was drastically cut our reserves are substantial enough to enable us to continue the provision of our current services whilst we sought grants from other third parties and moved towards a full cost recovery from clients. This is still the case, and is reviewed by the Trustees on a regular basis.

Our Day Centre work now has a commissioned contract that means we can plan our finances and the work we do with a reasonable degree of certainty. This contract was initially for two years, but has been extended for another year and so ends in March 2017.

Quarterly budgets and reports enable the Trustees to regularly monitor the financial position of the Charity.

Conservatively, our financial budgets do not rely on legacy income in order to balance the numbers. When these are received, the Trustees consider the purpose to which the funds may be put, which may include building up our Revenue Reserves to ensure adequate funds if the Council contract ceased.

Charitable Objectives

The Charity was established to continue the work started nearly 30 years ago by Mrs Peggy Dodd to promote the relief of elderly mentally infirm persons and their responsible relatives and other carers, by the provision of supporting service, such as day care, home sitting, support and advice. A further objective is the promotion of knowledge about and awareness of the nature of dementia and memory loss, and the needs of patients and carers.

In furtherance of these objectives, the Charity raised funds to purchase, equip, and operate a Day Centre which is open five days a week for 36 clients who are assessed as suffering from mild to severe dementia. The maintenance of a high quality standard of service offered is our first priority.

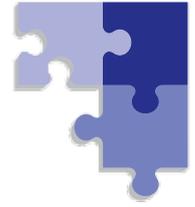
Each year the Trustees review the charity's objectives and activities to ensure that they continue to reflect our aims. In carrying out this review, the Trustees have considered the Charity Commission's general guidance on public benefit.

Activities for Public Benefit

The Day Centre and Home Support services continue to be the main focus of the Charity's activities. Whilst there is an increasing awareness of the needs of people with dementia and memory loss, and of the separate and individual needs of their carers for information and support, our carers often tell us that at the Centre of what they need, is some "time out" from the relentless demands of looking after someone with this illness.

Our monthly Dementia Café continues to be popular and essential in providing this support to carers as do the Singing for the Brain sessions which meet every Friday morning. We continue to open the Day Centre on the last Saturday of each month, and this answers a need for some of our clients and their carers.

Grants and donations enable us to take groups out from the Day Centre or Dementia Café to garden centres, the Theatre, a barge trip, or Bitton railway.



Achievements and Performance

The Day Centre

The Day Centre continues to provide an excellent service, five days a week, previously for up to 24 people, and now up to 36. We still manage to have a healthy waiting list.

The Day Centre Manager, Mrs Rachel Burns, has overseen the expansion of the Centre in the past year, and has enhanced relationships with our contacts.

This year saw 7,508 spaces booked or 94% of those available.

Opening the Day Centre on the last Saturday of each month, continues to help carers with up to 10 clients attending.

Although activities in themselves are stimulating and help to maintain remaining skills, the clients continue to rate talking to staff, listening to music and talking to other clients as the activities they most enjoy, with word games, quizzes and reminiscence also popular. Cake making and gardening are also on the menu!!

We have improved our communication with carers so that they now get a monthly Day Centre newsletter which includes a schedule of activities. This means they know what is going on, even if the client forgets!

We are grateful to the volunteers who give time to assist in the work and spend time with our clients, but we could do with more!! We are also grateful to students of various local secondary schools for the help they give either on Work Placement or as part of the Duke of Edinburgh schemes.

Talks continue to be given by us at RICE, or other B&NES /PCT initiatives. We seem to have a continual stream of interested Social Workers, nursing and other medical staff, coming to spend time with us to see what we do, and learn from us. This continues to enhance our reputation. We were fortunate to be asked by Bath University to take a student on placement for five months. This worked very well and was financially beneficial to us. We are pleased that we have been asked again for the current year.

Questionnaire replies show how much those we care for enjoy their visits and the activities they take part in

The Home Support Service

The Home Support service provides respite in the client's own home, allowing carers to take some time off knowing that their dependant is safe and happy. The service is highly valued by carers and their comments show that the service is managed by the Manager with great sensitivity to the individual's needs and interests.

Referrals come from the Day Centre, Social Services or family.

The Home Support service is managed separately from the Day Centre but the managers work closely together to ensure that the appropriate help is given to each individual with the least possible duplication of assessment, but taking into account the changing needs. Clients appreciate the smoothness and speed which results from this liaison. An increasing number of clients use both services.

Home Support sitters also benefit from working occasional sessions at the Day Centre, giving them a wider experience of the problems presented by people with dementia, and access to the full range of activities and therapies being used.

The demand from carers for Home Support continues to grow, and the need continues after people have moved into Nursing Home or Residential Care, where the carer still needs support at a time of considerable stress.

Over the year, 4,343 hours of sitting were provided by a group of 18 Sitters to approximately 84 different carers. We are grateful to these Sitters who are the face of Peggy Dodd for those who need our help.

“I would very much like to thank your dedicated sitters for whom I have nothing but praise”

Letter from Ms SG, a Carer



The Friends of Peggy Dodd

We have had a very busy year with lots of cakes being made and many tea cups being filled.

This year we were fortunate to have a concert performed for us by The Marshfield Male Voice Choir, which raised £844.

Other events carried out for our benefit included long walks, cycle rides and a slim-in.

Our thanks to all who hold or participate in events from which we benefit.

Our two constant events, the October Sunday lunches and the Autumn Sale raised £939 and £1,470 respectively.

We continue to raise the profile of our name so that more in Bath are aware of the work we do. Local organisations opt to make us their "charity for the year" such as Tangle, a ladies social group, which raised £2,000 for us.

Our outside links are important and we are building up relationships with such as Sirona, RICE, and Bath University, as we all have strengths and need to work with a variety of groups. We receive a lot of support from residents in the Combe Down area, and residents and businesses in the wider Bath City area for which we are very grateful.

We still have the Sunday afternoon teas for Contact for the Elderly, where older people on their own can be collected and then meet for tea with others. This helps prevent social isolation.

From quizzes to garden sales, from walks in the countryside to lunches at Brierley House, we are always happy to vary the activities, primarily so that we can contact more people than just our regular supporters.

The Dementia Café, continues to thrive, giving support to carers and dependants. Visits to the theatre, canal barges and railways plus our excellent musicians and speakers at the Café provide lively times. The Singing for the Brain group continues to be well attended.

Our thanks go to all our volunteers and Friends for their time and hard work so generously given.

Financial Review

In the year ended 31 March 2015 our funding from B&NES and the PCT represented 24% of our total unrestricted income and was for the Day Centre service.

The new commissioned contract for the provision of Day Centre services was 10% lower than the previous contract, so we had to increase our charges sufficiently to cover this £10,000 drop in income.

Yet again we have benefited from excellent efforts on the part of fundraisers, and have had some splendid donations. We ended the year with a unrestricted surplus (after revaluation of investments) of £14,451 which includes legacies received of £44,656.

We continue to be grateful to all our supporters for every cheque or coin, standing-order and collecting box, that we receive, whatever the amount. All donations of whatever size are a vital support for our work.

Our costs continue to be closely monitored, and our valuable asset, Brierley House, is kept in a good standard of repair.

In line with Charity Commission recommendations, it continues to be the aim of the Trustees to have a Revenue Reserve that should not be less than six months' gross expenditure plus an estimated amount for redundancies.

The Trustees continue to receive quarterly management accounts, and the finances are operated against an annual budget. Freeways, a charity for disadvantaged children and young adults, continue to lease part of the building.

Current bank balances held in deposit accounts continue to provide security against continuing financial uncertainties.

The budget for the current year shows a small surplus – but things change, which is why reserves are needed.

At their May 2015 meeting the Trustees agreed to implement and ensure that staff with NVQ qualifications are paid at an amount of not less than the Living Wage, thus pre-empting the Government's decision by a few months.



Future Plans

The 1st floor Day Centre extension project finished in March 2014 and became operational in April 2014. As expected it took some months to get the extra spaces fully occupied. We are currently full at 36 clients per day, and the aim for 2015/16 is to ensure this continues. We are keeping clients for longer which is better for their well-being and for the families.

Maintenance of current activities will continue with both the monthly Dementia Café and the weekly Singing for the Brain sessions regularly getting to maximum sizes.

As planned, the Gardening Club and the monthly newsletter both commenced and will continue as both are appreciated.

We are looking at the possibility of putting a Garden Room in part of the rear garden area that is a bit wild at present. This would enable clients to be comfortably outside rather than in the direct wind or heat.

Again, we have secured a grant from Combe Down Holiday Trust for our annual Dementia Café trip to the theatre, and Day Centre staff are taking a few clients out on short trips to venues that provide interest, memories, and food. All of these provide variety in life for our clients. We continue to seek out venues for such trips that will be enjoyed by our clients. Wimbledon was celebrated by strawberries and a cream tea.

Carers are welcome to arrange to call in and see what we do, as are other medical practitioners.

Our main assets continue to be our staff and supporters, and Brierley House.

“*At Peggy Dodd, my mum is accepted as she is
and given the dignity she deserves ... thank you*”

Letter from Mrs LJ, a Client

Income & Expenditure Account for the year ended 31 March 2015

	2015 unrestricted £	2015 restricted £	2015 Total £	2014 Total £
Income				
Donations	25,470	-	25,470	131,717
Legacies	44,656	-	44,656	52,886
Gift Aid tax recoverable	2,388	-	2,388	744
Fundraising	4,239	-	4,239	11,073
Grants, PCT & B&NES	94,430	-	94,430	105,708
Interest & dividends	7,715	-	7,715	9,165
Property Income	4,500	-	4,500	4,500
Received from clients	205,646	-	205,646	146,830
	389,044	-	389,044	462,623
Direct Charitable Expenses				
Salaries	212,072	-	212,072	187,715
Transport for clients	35,104	-	35,104	27,965
Food for clients	31,324	-	31,324	22,152
Fuel, water & cleaning	12,540	-	12,540	10,988
Insurance	4,844	-	4,844	3,861
Equipment maintenance	3,900	-	3,900	2,750
Premises repairs & maintenance	24,285	-	24,285	17,549
Dementia cafe	1,857	-	1,857	2,066
Occupational therapy	1,483	-	1,483	1,086
Sundries	5,328	-	5,328	4,066
	332,737	-	332,737	280,198
Administrative Expenses				
Salaries	19,706	-	19,706	19,234
Publicity & advertising	1,084	-	1,084	2,417
Fundraising expenses	484	-	484	472
Telephone, Internet etc	4,783	-	4,783	4,967
Stationery and post	7,227	-	7,227	6,005
Bank Charges	268	-	268	386
Audit	2,752	-	2,752	2,520
Legal & consultancy	1,915	-	1,915	3,543
Trustee expenses				
Depreciation		5,948	5,948	5,274
	38,219	5,948	44,167	44,818
TOTAL EXPENDED	370,956	5,948	376,904	325,016
NET SURPLUS (DEFICIT)	18,088	(5,948)	12,140	137,607



Balance Sheet as at 31 March 2015

	2015 £	2014 £
Net Incoming Resources before transfers	12,140	137,607
Unrealised profit on revaluation of investments	2,311	5,302
Transfer to Capital Reserves	(9,657)	(102,609)
Net movement in Revenue Reserves	4,794	40,300
Revenue Reserve brought forward 01.04.14	267,669	227,369
Revenue Reserve carried forward 31.03.15	272,463	267,669
Balance Sheet as at 31 March 2015		
Fixed Assets		
Tangible fixed assets		
Brierley House	788,830	785,354
Furniture & fittings	24,851	20,981
	813,681	806,335
Investments		
Equities etc	57,172	54,860
	57,172	54,860
	870,853	861,195
Current Assets		
Bank Deposit accounts	258,105	252,538
Bank Current accounts	7,971	22,366
Cash in hand	305	128
Debtors and payments in advance	32,580	27,856
	298,961	302,888
Current Liabilities		
Creditors and accruals	26,498	35,218
Net Current Assets	272,463	267,670
Net Assets	1,143,316	1,128,865
Represented by:		
Revenue reserve (unrestricted)	272,463	267,669
Capital Reserve	870,853	861,196
	1,143,316	1,128,865

Signed on behalf of the Committee

Anthony Barber, Chair

Alan Hodges, Treasurer

SPA (Peggy Dodd) Bath

Detailed Income & Expenditure Account for the year ended 31 March 2015

INCOME	Day Centre	Home Sitting	Over- heads	Total	Total 2014
Gifts & donations	525	-	24,433	24,958	32,380
Legacies	-	-	44,656	44,656	51,886
Fundraising	-	-	4,239	4,239	11,073
Grants	96,080	-	1,250	97,330	105,708
Interest etc	-	-	7,715	7,715	9,165
Property income	-	-	4,500	4,500	4,500
Clients bills	149,290	56,356		205,646	146,830
Sundry	245,895	56,356	86,793	389,044	361,542
DIRECT EXPENDITURE					
Salaries	167,466	44,606	-	212,072	187,715
Transport for clients	24,629	10,475	-	35,104	27,965
Food for clients	31,324	-	-	31,324	22,152
Fuel, water & cleaning	11,615	175	750	12,540	10,988
Insurance	2,759	135	1,950	4,844	3,861
Equipment maintenance	2,750	150	1,000	3,900	2,750
Property maintenance	6,200	-	18,085	24,285	17,549
Dementia cafe	1,857	-	-	1,857	2,066
Occupational therapy	1,266	217	-	1,483	1,086
Sundry	4,596	711	21	5,328	4,066
	254,462	56,469	21,806	332,737	280,198
ADMINISTRATIVE EXPENSES					
Salaries	-	-	19,706	19,706	19,234
Publicity & adverts	1,084	-	-	1,084	2,417
Fundraising expenses	-	-	484	484	472
Telephone, internet & web	1,850	1,150	1,783	4,783	4,967
Stationery & postage	2,950	1,505	2,772	7,227	6,005
Bank charges	102	145	21	268	386
Audit	-	-	2,752	2,752	2,520
Legal & consultancy	702	650	563	1,915	3,543
Trustee expenses	-	-	-	-	-
Depreciation	4,800	395	753	5,948	5,274
	11,488	3,845	28,834	44,167	44,818
TOTAL EXPENDED	265,950	60,314	50,640	376,904	325,016
NET SURPLUS (DEFICIT)	(20,055)	(3,958)	36,153	12,140	36,526



Fundraising & Donations during the year

Reflecting the current economic situation of the country, it will be no surprise to read that individual donations continue to be at a lower level than in previous years, but it is heartening to know that many continue to support our work by one-off donations or standing orders.

We are grateful for the gifts and donations which were received from:

Bathampton Post Office	Freshford Singers
Ken Biggs Charitable Trust	City of Bath Bach Choir
Central United reformed Church	Edmington PCC
Carillion Employee Fund	Southstoke Church PCC
Combe Down Holiday Trust	Prior Park College
Roper Rhodes Ltd	Bath United Services Association
Bathampton PCC	Browns Restaurant
AC/DC Tribute Band	Sainsbury's Bath
South Stoke Circle	Beaufort Towns Womens Guild
Sky Jump	Marshfield Male Voice Choir

... and many individual donors

We received donations in memory of Joyce Carr, Tony Clark, Doris Carne, Mary Werry, Alex Jones, Margaret Laidler, Ione Martin, Dora Humphreys, Phyllis Hill, Jill Beer, Jack Kimber, Betty Lea, Stan Davies.

We also received legacies from Dora Frost deceased, Alan Hawkes deceased, Constance Burris deceased, and a share of the residue of the estate of E Hayward deceased. These totalled £44,656.

Events organised and supported by the Friends of Peggy Dodd raised an additional £4,239. We thank everybody for their continued support of our work.

Statement of responsibilities of the Management Committee

Company law requires the Management Committee to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company as at the Balance Sheet date, and of its incoming resources and application of resources, including income and expenditure, for the financial year ended on the Balance Sheet date. In preparing financial statements giving a true and fair view, the Management Committee should follow best practice and:

- 1 select suitable accounting policies and then apply them consistently
- 2 make judgements and estimates that are reasonable and prudent
- 3 prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Company Act 1985. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Management Committee are directors for the purpose of company law and trustees for the purpose of charity law. Details of who served in office during the year and up to the date of this report are set out on page 3.

In accordance with company law, as the company's directors, we certify that so far as we are aware, there is no relevant audit information of which the company's auditors are unaware, and as directors of the company, we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's auditors are aware of that information.



This report has been prepared in accordance with the Statement of Recommended Practice; Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

By order of the Trustees:

Anthony Barber

Chair 18 May 2015

Alan Hodges

Treasurer 18 May 2015



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