



Peggy Dodd Centre

Supporting those with memory loss and their carers



SPA (Peggy Dodd) Bath
Annual Report & Accounts
2016 - 2017



Annual Report 2016 - 2017

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 2016 to 31 March 2017

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Chairman's Report

I am pleased to report on another very active and successful year for Peggy Dodd, during which we have balanced the books and kept the Centre open whilst we had three months of building work going on.

Starting the year with 36 spaces at the Day Centre our 2016/17 appeal successfully raised the funds to carry out the necessary work. As from 1 April 2017 we have been able to take 50 clients per day – some 12,000 spaces per year. Our staff have been more settled this year, and the team working together has had a positive impact on what we do and the way we do it. We are grateful to all our staff and volunteer helpers – Day Centre, Home Support, and Admin – for the positive support they give to Peggy Dodd. Additional staff have been recruited for April 2017, and we look forward to a year of consolidation.

The Home Support side continues to provide excellent support for those who are more housebound. In May this year it took over 14 clients previously served by Alzheimer's Society.

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

The Dementia Café and Singing for the Brain both continue to be packed out, and our thanks to Mrs Margaret Klestadt for running these activities.

With eight Trustees who meet every two months, the charity is well run and supported by the Trustees with key Trustees being involved in aspects of the daily running of Peggy Dodd. Mrs Rosemary Cole and Mrs Jillian Harvey retired in November 2016. Mr Tim Dewes and Mrs Gill Garlington were appointed Trustees in May 2017.

Good management by our Company Secretary, Mr David Hughesdon, meant we finished the year on a sound financial footing. The local Council Core-grant contract for the Day Centre has been extended to 31 March 2018 which helps us in planning for the future, with a renewal for a further six year period. This contract is now with Virgin.

The Trustees are committed to maintaining our reputation for excellent service, and our independence continues. We are well known in the community for our work, and we continue to foster these contacts. We continue the Peggy Dodd ethos of helping carers.

My thanks to staff, volunteers and friends who help us to do this work.

A handwritten signature in black ink, appearing to be 'A Barber'.

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:
Rosemarie Cole (resigned November 2016)
Linda Daws
Tim Dewes (appointed May 2017)
Gillian Garlington (appointed May 2017)
Jillian Harvey (resigned November 2016)
David Hill
Margaret Klestadt
Prof. Francis Ring

Staff Members:

Company Secretary:
David Hughesdon FCA

Day Centre Manager:
Rachel Burns

Assistant Manager:
Natasha Newman

Senior Care Assistant:
Nicola Guy

Care Assistants:
Barbara Lewington Paul Hurren
Helen Woodbury Linda Curtis
Harriet Fewes Kelly Chowdhury

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
Virgin 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 (but still very active) including carers, teachers, social workers, administrators, business and other professionals, providing us with a good spectrum of experience and input. Mr Dewes and Mrs Garlington who were appointed in May 2017 have both had relatives who were looked after at the Peggy Dodd Centre.

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 someone who extends the knowledge available to the Board. Mr Dewes is a teacher at a local school, and Mrs Garlington is a Civil Servant.

Risk Management

With our contract for the provision of Day Centre services up for renewal on 31 March 2017, a Risk Assessment was carried out in 2016 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.

Our Day Centre work has a core-grant contract that means we can plan our finances and the work we do with a reasonable degree of certainty. This contract was renewed on 1 April 2017 with Virgin Services (on behalf of B&NES), initially for one year, and then renewable for a six year period.

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. No legacies were received in 16/17.



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 50 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, or a barge trip. Combe Down Holiday Trust supports our Dementia Café work

We have working relationships with RICE Memory Clinic, Sirona, B&NES Social Services for Older People, Alzheimer's Society, Care Forum, and GP and other medical agencies in Bath.

Clients are accepted purely on their needs and whether they fit our medical criteria without regard to colour, race or creed or sexual orientation.

Achievements and Performance

The Day Centre

The Day Centre continues to provide an excellent service, five days a week, and in 2016/17, for up to 38 people with a healthy waiting list. Since 1.4.17 we can now take 50 clients per day. The Day Centre Manager Mrs Rachel Burns, has overseen the consolidation of the Centre in the past year, and has continued to enhance relationships with our contacts.

This year saw 9,496 spaces booked, an increase of 7% on the previous year.

Opening the Day Centre on the last Saturday of each month continues to help carers with up to 10 clients attending and answers a need for some, particularly those who live by themselves.

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!! Celebration of National events focuses the minds and brings back memories of past events.

Carers still 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!

During the year members of the local church came on a regular basis and held a short service for those who wanted to go, and we had our first carol service in the church, which was well attended. (40 were expected and 120 turned up!). Thank you Holy Trinity, Combe Down.

We are grateful to our volunteers who give time to assist in the work and spend time with our clients. Also 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. Once again we have had a student from Bath University on placement with us.

Talks continue to be given by us at RICE, and 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.

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 Ms Chris Perrin the Manager with great sensitivity to the individual's needs and interests.

Referrals come from the Day Centre, Social Services or family. In the 2016/17 year we provided 4,615 hours of sitting support. This was a 14% increase on the previous year.

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.

Since the year end, we have taken on 14 clients and 2 Support workers from the Alzheimer's Society who have given up this work in the Bath area. This has added another 35 hours per week of sitting to our client base.

Over the year, 4,615 hours of sitting were provided by a group of 21 Support workers to approximately 75 different carers. We are grateful to these workers 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

As ever we have had a very busy year with lots of cakes being made and many tea cups being filled, and glasses of wine being drunk.

This year The U3A Swing Band performed another concert for us at Ralph Allen School. Another great success which raised £1,535.

Other events carried for our benefit included two runners in the Bath Half Marathon, and other Park runs, and concerts by Freshford Singers and Marshfield Male Voice Choir.

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

Our Spring and Autumn Sales raised £745 and £1,057 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”. In the current year, Rondo Theatre in Bath made us the beneficiaries of performances of Terry Pratchett's “Wyrld Sisters”.

Our outside links are important and we continue to build our relationships with such as Sirona, RICE, and Bath University. 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 try to vary our activities each year, primarily so that we can contact more people than just our regular supporters. Concerts at Holy Trinity Church, Combe Down, are always popular. A beetle drive was added to our list this year.

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.

Mrs Margaret Klestadt who has been Chair of Friends for many years is standing down this year, and Mrs Gillian Garlington is taking her place. Margaret will continue as a trustee. Thank you Margaret for your time and efforts. In a ceremony in June 2017, Margaret was given an award as a Mayor's Citizen Ambassador for outstanding contributions to the community. Well deserved!!



Financial Review

In the year ended 31 March 2017 our funding from B&NES and the PCT represented 22% of our total unrestricted income and was for the Day Centre service.

Our core-funding grant has been renewed for a year to 31.3.18 together with an option to renew for a further six years.

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 £1,888. No legacies were received in this year. In respect of the Appeal for the 1st floor extension, £73,563 was raised by way of grants from other charities, donations from companies and individuals, fund-raising etc. Truly amazing!!

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, and this has been the case with our appeal this year.

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, albeit at very low interest returns. Our investment in Charibond yields 5% and has capital growth.

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

Staff with NVQ 3 qualifications are paid at an amount of not less than the Living Wage. The Trustees are also meeting their obligations under the current pension legislation.

Future Plans

After all the fund-raising and building work of 2016/17, we need a year of consolidation!!

Our aim for the Day Centre is to fill the 50 spaces we have available and have a short waiting list. This will reduce the stress for the carer.

For Home Support our aim is to integrate the clients from Alzheimer's Society, and be able to accommodate the additional referrals we are receiving.

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.

The Gardening Club is an increasingly popular activity and the sunflowers continue to thrive.

We are tidying up the lower part of the rear garden, and making it a planned "wild" garden. Colin Daws and Debbie Ireland are doing the hard work – thank you both.

Again, we have secured a grant from Combe Down Holiday Trust for our annual Dementia Café trip to the theatre. The Trust has also supported a trip to Weymouth in the summer – thank you.

Day Centre staff and clients enjoy using the ipads that were donated sometime ago. It is easy to show instantly something that the client is trying to remember perhaps a song or a film etc.

Carers call in and see what we do, as do medical practitioners. It is sometimes easier for District Nurses and Social Workers to see clients here, rather than in their homes.

We continue to be seen and respected as a Centre of Excellence for Dementia Care in Bath, and our work with other organisations furthers this appreciation of our work.

Our main assets though 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 MT, a Carer



Income & Expenditure Account for the year ended 31 March 2017

	2017 unrestricted £	2017 restricted £	2017 Total £	2016 Total £
Income				
Donations inc Gift Aid	12,077	72,145	84,222	24,538
Legacies	-	-	-	89,804
Gift Aid tax recoverable	1,083	1,418	2,501	1,622
Fundraising	5,619	-	5,619	3,122
Grants, PCT & B&NES	97,939	-	97,939	96,550
Interest & dividends	8,255	-	8,255	8,380
Property Income	4,500	-	4,500	4,500
Received from clients	298,582	-	298,582	257,655
	428,055	73,563	501,618	486,171
Direct Charitable Expenses				
Salaries	258,855	-	258,855	227,451
Transport for clients	30,999	-	30,999	34,019
Food for clients	39,986	-	39,986	33,917
Fuel, water & cleaning	10,404	-	10,404	10,930
Insurance	4,673	-	4,673	4,645
Equipment maintenance	1,672	-	1,672	2,254
Premises repairs & maintenance	17,895	-	17,895	41,486
Dementia cafe	1,844	-	1,844	2,017
Occupational therapy	609	-	609	1,301
Sundries	11,149	-	11,149	8,908
	378,086	-	378,086	366,928
Administrative Expenses				
Salaries	22,720	-	22,720	19,313
Publicity & advertising	1,000	-	1,000	1,040
Fundraising expenses	883	-	883	315
Telephone, Internet etc	5,424	-	5,424	4,996
Stationery and post	5,769	-	5,769	4,799
Bank Charges	280	-	280	387
Audit	2,376	-	2,376	2,764
Payroll & professional	4,637	-	4,637	2,413
Trustee expenses	-	-	-	500
Depreciation	-	4,992	4,992	5,833
	43,089	4,992	48,081	42,360
TOTAL EXPENDED	421,175	4,992	426,167	409,288
NET SURPLUS (DEFICIT)	6,880	68,571	75,451	76,883

Balance Sheet as at 31 March 2017

	2017 £	2016 £
Net Incoming Resources before transfers	6,880	76,883
Unrealised profit on revaluation of investments	7,868	(4,884)
	14,748	71,999
Transfer to Capital Reserves	(18,601)	(17,037)
Net movement in Revenue Reserves	(3,853)	54,962
Revenue Reserve brought forward 1.4.16	327,425	272,463
Revenue Reserve carried forward 31.3.17	323,572	327,425
Balance Sheet as at 31 March 2017		
Fixed Assets		
Tangible fixed assets		
Brierley House	851,240	789,969
Furniture & fittings	38,665	20,634
	889,905	810,603
Investments		
Equities etc	85,156	77,287
	975,061	887,890
Current Assets		
Bank Deposit accounts	283,870	309,995
Bank Current accounts	26,524	13,995
Cash in hand	407	431
Debtors and payments in advance	39,523	34,859
	350,324	359,280
Current Liabilities		
Creditors and accruals	26,752	31,855
Net Current Assets	323,572	327,425
Net Assets	1,298,633	1,215,315
Represented by:		
Revenue reserve (unrestricted)	323,572	327,425
Capital Reserve	975,061	887,890
	1,298,633	1,215,315

Signed on behalf of the Committee

Anthony Barber, Chair

Alan Hodges, Treasurer



Detailed Income & Expenditure Account for the year ended 31 March 2017

INCOME	Day Centre	Home Sitting	Over- heads	Total 2017	Total 2016
Gifts & donations	-	-	13,160	13,160	26,160
Legacies	-	-	-	-	89,804
Fundraising	-	-	5,619	5,619	3,122
Grants	97,389	-	550	97,939	96,550
Interest etc	-	-	8,255	8,255	8,380
Property income	-	-	4,500	4,500	4,500
Clients bills	226,862	71,720	-	298,582	257,655
Sundry	-	-	-	-	-
	324,251	71,720	32,084	428,055	486,171
DIRECT EXPENDITURE					
Salaries	209,690	49,165	-	258,855	227,451
Transport for clients	19,789	11,210	-	30,999	34,019
Food for clients	39,986	-	-	39,986	33,917
Fuel, water & cleaning	9,745	150	509	10,404	10,930
Insurance	2,800	135	1,738	4,673	4,645
Equipment maintenance	1,672	-	-	1,672	2,254
Property maintenance	13,328	130	4,437	17,895	41,486
Dementia cafe	1,844	-	-	1,844	2,017
Occupational therapy	609	-	-	609	1,301
Sundry	11,088	55	6	11,149	8,908
	310,551	60,845	6,690	378,086	366,928
ADMINISTRATIVE EXPENSES					
Salaries	4,000	4,000	14,720	22,720	19,313
Publicity & adverts	450	-	550	1,000	1,040
Fundraising expenses	-	-	883	883	315
Telephone, internet & web	2,170	895	2,359	5,424	4,996
Stationery & postage	3,500	1,250	1,019	5,769	4,799
Bank charges	125	120	35	280	387
Audit	-	-	2,376	2,376	2,764
Payroll & professional	3,000	650	987	4,637	2,413
Trustee expenses	-	-	-	-	500
Depreciation	4,000	400	592	4,992	5,833
	17,245	7,315	23,521	48,081	42,360
TOTAL EXPENDED	327,796	68,160	30,211	426,167	409,288
NET SURPLUS (DEFICIT)	(3,545)	3,560	1,873	1,888	76,883

Fundraising & Donations during the year

Despite the continuing economic situation of the country, we have received many individual donations and 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:

Freshford Singers	Bath Tangle Ladies Group
Ken Biggs Charitable Trust	Widcombe Association
Combe Down Holiday Trust	Coffee Plus
Bath Embroidery Group	Garfield Weston Foundation
Trinity Road Residents	Retired Gas Employees Association
Dunkerton W.I.	Bath Disability Trust
Bath Pharmacy Co. Ltd	Rush Hill United Reform Church
Doynton P.C.C.	Ray Harris Settlement
Touchstone Property Management	Somerset Rare Book Club
Roper Rhodes trusts	St John's Hospital Trustees, Bath
Wellsway T.W.G.	

... and many individual donors

Sponsored events including Bath Half Marathon, Park Runs, and Fitness for Life.

We received donations in memory of J Emerson, L Blake, G Harpur, I Hovespan, B Butcher, D Jackman, H Mucklow, J Pike, J Holden, D Head, A Norris, J Moore, T Gallagher, G Caracas, N Wyatt, J Burge, S Barby, D Brooke, H Mower, B Cross, D Sames, I Densley, O Stranks.

Events organised and supported by the Friends of Peggy Dodd raised an additional £5,619. We thank everybody for their continued support of our work.



Statement of responsibilities of the Management Committee

The trustees (who are also directors of S.P.A. (Peggy Dodd) Bath for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company, and of the incoming resources and application of resources, including income and expenditure of the charitable company for that period. In preparing these financial statements the trustees are required to:

- 1 select suitable accounting policies and then apply them consistently
- 2 observe the methods and principles in the Charities SORP
- 3 make judgements and estimates that are reasonable and prudent
- 4 state whether applicable UK Accounting Standards have been followed, and subject to any material departures disclosed and explained in the financial statements; and
- 5 prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping adequate accounting records that 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 2006. They are 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.

In so far as the trustees are aware:

there is no relevant audit information of which the company's auditors are unaware, and

the trustees have taken all steps that they ought to have taken in order to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Trustees:

Anthony Barber		Chair	5 June 2017
Alan Hodges		Treasurer	5 June 2017



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