



Peggy Dodd Centre

Supporting those with memory loss and their carers

SPA (Peggy Dodd) Bath Annual Report & Accounts

2018 - 2019





Annual Report 2018 - 2019

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 2018 to 31 March 2019

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Chairman's Report

Once again it is my pleasure to report on another successful year for Peggy Dodd. It has been a year of continued expansion for both the Day Centre and Home Support and in both areas staff have risen to the challenge.

We started the year with 50 spaces each day at the Day Centre giving us 12,500 spaces per year. We have seen some changes in staff this year, but 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 our work.

The Home Support side continues to provide excellent support for those who are more housebound. There continues to be an increase in the number of clients helped and hours of support provided.

Our thanks go to Mrs Rachel Burns and Miss Chris Perrin as managers of the Day Centre and Home Support teams respectively.

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 and for the many helpers who assist.

With seven Trustees meeting 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. We were sad to hear of the death of one of our Trustees, Prof. Francis Ring. His incisive and thoughtful input will be missed

Good management by our Company Secretary and CEO, Mr David Hughesdon, meant we finished the year on a sound financial footing. The local Council Core-grant contract with Virgin for the Day Centre lasts until 31 March 2024 and this gives us a sound financial platform for the longer period.

At the start of 2019 we launched a 2 stage Appeal, and I am delighted to say that we have raised the funds necessary for stage 1, to build the new kitchen towards the end of this year. Thank you to all who contributed in any way.

The Trustees continue to be 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', written in a cursive style.

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:
Linda Daws
Tim Dewes
Gillian Garlington MBE
David Hill
Margaret Klestadt
Prof. Francis Ring (died 15.7.19)

Staff Members:

Company Secretary & CEO:
David Hughesdon FCA

Day Centre Manager:
Rachel Burns

Assistant Manager:
Nicola Guy

Senior Care Assistant:
Harriet Fewes

Care Assistants:
Barbara Lewington Helen Woodbury
Linda Curtis Filomena Scriven
Claire Taylor Samantha Metcalfe
Nicola Austin Ruby Hanson-Thorne

Chef:
Robert Davis

Home Support Manager:
Chris Perrin

Auditors:
P G Owen Ltd
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 seven 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. A number of Trustees have had relatives who were looked after at the Peggy Dodd Centre and this provides an additional understanding of our needs.

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 Trustees are aware of their responsibilities in respect of safeguarding, GDPR, and other reporting issues. The charity has been compliant with the GDPR regulations.

The Company Secretary is a qualified 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 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 skills, experience and knowledge. The majority of our Trustees live in Bath, and are well known in the local communities.

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 were 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 evaluation continues to be the case, although with the contract being extended to March 2024, our assessment is now that we need to ensure that each financial year breaks-even so that our cash reserves are maintained for the end of the contract or any unexpected termination of the contract.

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 on 1 April 2018, 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.



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 now 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 at the Centre of what they desperately need is "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 provide additional activity-based resources for our clients. Combe Down Holiday Trust supports our Dementia Café work.

We have excellent working relationships with RICE Memory Clinic, Sirona, Virgin, B&NES Social Services for Older People, Alzheimer's Society, Care Forum, and GPs 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, for up to 50 people per day. The Day Centre Manager Mrs Rachel Burns, and her staff have coped well with the higher numbers in the last year, and they have all continued to enhance relationships with our contacts.

This year saw 10,508 spaces booked, an increase of 2.3% 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 get a monthly Day Centre newsletter which includes a schedule of activities and the menus for each day. 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. Our carol service in church, was well attended. 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. A student from Bath University starts her placement with us in September 2019.

Talks continue to be given by us at RICE, and other B&NES /PCT initiatives. We always 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 and extends understanding of dementia and memory loss.

Questionnaire replies show how much those we care for enjoy their visits and the activities they take part in, and how much the carers value the break and time to themselves.



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

Referrals come from the Day Centre, Social Services, GPs or family. In the 2018/19 year we provided 5,248 hours of sitting support to approximately 35 clients per week.

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. Staff continue to receive appropriate and up to date training.

The demand from carers for Home Support continues to grow, and the need sometimes 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, 5,248 hours of sitting were provided by a group of 21 Support workers to approximately 82 different carers. We are grateful to these workers who are the face of Peggy Dodd for those who need our help.

In the current year, there has been a 9% increase in hours sat for clients.

“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

Another busy year with a host of different activities being held, but with the same results of a lot of eating and drinking, and raising money for our very worthy cause.

The U3A Swing Band again performed a concert for us at Monkton Combe School. This was a great success (again) which raised nearly £1,000. A Paleontology Rock Concert raised £420 and other concert by the Freshford Singers £655.

The “star” of Springtime is a fantastic Snowdrop walk at Camerton Court which raised £1,000 (thanks to the Biggs family).

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

Our Spring and Autumn Sales raised £609 and £1,030 respectively, and a “clearance” sale raised £365.

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 18/19 year, Bath Golf Club Ladies raised a fantastic £10,000, Greville Jones' choirs £850, and Co-op Community Fund £2,200. Thank you.

Our outside links are important and we continue to build our relationships with such as Sirona, Virgin, 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.

The Dementia Café, continues to thrive, giving support to carers and dependants. Visits to the theatre, canal barges and railways plus music events 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 Gill Garlington as Chair of Friends has kept volunteers busy with a full programme of events and activities.

The need for funds continues and we are grateful to all who help or support in any way.



Financial Review

In the year ended 31 March 2019 our funding from the Virgin contract with B&NES and the PCT, represented 18% of our total unrestricted income and was for the Day Centre service.

This contract runs through to 31 March 2024 and gives us the stability required in planning our finances.

Once more we have benefited from excellent efforts on the part of fundraisers, and have received some generous donations. We ended the year with an unrestricted surplus (after revaluation of investments) of £2,047.

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. We receive many 5ps and coppers and these all add up.

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, continued to lease part of the building for 18/19 but moved on to larger premises in April 2019.

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 breakeven for the year – but things change, which is why reserves are needed.

Staff with NVO 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.

“I enjoy being with people and talking and laughing...”

Mrs AC, a Client

Future Plans

A change in the caterers who provided us the daily hot meals for our clients, meant that on 1 January 2019 we launched an Appeal for £100,000 to build a new commercial grade kitchen to bring the meals provision “in house”.

On 1 April we started to employ our new chef, Robbie Davis, and the quality and variety of our meals has vastly improved. Clients now often ask for “seconds” and wasted food is much reduced.

We have nearly raised the £100,000 so work will start in the Autumn at Brierley House. Thank you to all who have donated: individuals, supporters, local businesses, local and national charities.

For Home Support our aim is to continue to provide our excellent support for carers in their own homes, and to be able to accommodate the additional referrals we are receiving. We have recruited 2 additional Sitters and can now better support the number of referrals we receive.

The Day Centre since 1 April 2019 has moved to being nearly fully booked 5 days of the week, but staff have been able to cope with additional numbers and the hot weather.

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. Funding for a year for the latter has been provided by a donor.

The Gardening Club is a popular activity as is all musical activities.

Work continues in 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, it is a real pleasure for staff and clients to look at.

Phase 2 of our Appeal will start next year and the plan is to raise £150,000 to build an “open room” extension on the ground floor. This will have a higher staff to client ratio and will enable us to look after those clients who have the need to move around and roam. There is a need for this enhanced, five day a week support provision in Bath. We hope this will be open in Spring 2021.

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, and of course, our reputation.

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

Letter from Mrs LJ, a Carer



Income & Expenditure Account for the year ended 31 March 2019

	2019 unrestricted £	2019 restricted £	2019 Total £	2018 Total £
Income				
Donations inc Gift Aid	25,811	10,895	36,706	36,630
Legacies	-	-	-	-
Gift Aid tax recoverable	1,352	-	1,352	1,247
Fundraising	5,991	-	5,991	8,895
Grants, PCT & B&NES	97,107	-	97,107	98,707
Interest & dividends	9,342	-	9,342	7,785
Property Income	5,000	-	5,000	4,500
Received from clients	370,027	-	370,027	356,302
	514,630	10,895	525,525	514,066
Direct Charitable Expenses				
Salaries	311,656	-	311,656	289,224
Transport for clients	40,496	-	40,496	38,407
Food for clients	53,875	-	53,875	48,719
Fuel, water & cleaning	12,610	-	12,610	11,127
Insurance	5,016	-	5,016	5,069
Equipment maintenance	1,783	-	1,783	2,027
Premises repairs & maintenance	26,393	-	26,393	37,507
Dementia cafe	2,596	-	2,596	2,576
Occupational therapy	959	-	959	872
Sundries	9,017	-	9,017	13,697
	464,401	-	464,401	449,225
Administrative Expenses				
Salaries	22,534	-	22,534	21,658
Publicity & advertising	1,998	-	1,998	1,363
Fundraising expenses	789	-	789	746
Telephone, Internet etc	4,055	-	4,055	4,512
Stationery and post	5,242	-	5,242	5,892
Bank Charges	700	-	700	646
Audit	3,748	-	3,748	3,956
Payroll & professional	4,987	-	4,987	5,497
Trustee expenses	-	-	-	-
Depreciation	-	4,773	4,773	6,771
	44,053	4,773	48,826	51,041
TOTAL EXPENDED	508,454	4,773	513,227	500,266
NET SURPLUS (DEFICIT)	6,176	6,122	12,298	13,800

Balance Sheet as at 31 March 2019

	2019 £	2018 £
Net Incoming Resources before transfers	12,298	13,800
Unrealised profit on revaluation of investments	644	(1,747)
	12,942	12,053
Transfer to Capital Reserves	(22,730)	(96,854)
Net movement in Revenue Reserves	(9,788)	(84,801)
Revenue Reserve brought forward 1.4.18	238,771	323,572
Revenue Reserve carried forward 31.3.19	228,983	238,771
Balance Sheet as at 31 March 2019		
Fixed Assets		
Tangible fixed assets		
Brierley House	868,858	855,159
Furniture & fittings	41,735	33,347
	910,593	888,506
Investments	84,053	83,409
Bank deposit over 1 year	100,000	100,000
	184,053	183,409
	1,094,646	1,071,915
Current Assets		
Bank Deposit accounts	246,925	216,843
Bank Current accounts	8,554	21,066
Cash in hand	335	366
Debtors and payments in advance	51,661	39,808
	307,475	278,083
Current Liabilities		
Creditors and accruals	78,492	39,311
Net Current Assets	228,983	238,772
Net Assets	1,323,629	1,310,687
Represented by:		
Revenue reserve (unrestricted)	228,983	238,771
Capital Reserve	1,094,646	1,071,916
	1,323,629	1,310,687

Signed on behalf of the Committee

Anthony Barber, Chair

Alan Hodges, Treasurer



Detailed Income & Expenditure Account for the year ended 31 March 2019

INCOME	Day Centre	Home Sitting	Over- heads	Total 2019	Total 2018
Gifts & donations	-	-	23,013	23,013	34,902
Legacies	-	-	-	-	-
Fundraising	-	-	5,991	5,991	8,895
Grants	100,457	-	800	101,257	101,682
Interest etc	-	-	9,342	9,342	7,785
Property income	-	-	5,000	5,000	4,500
Clients bills	278,586	91,441	-	370,027	356,302
Sundry	-	-	-	-	-
	379,043	91,441	44,146	514,630	514,066
DIRECT EXPENDITURE					
Salaries	251,556	60,100	-	311,656	289,224
Transport for clients	24,808	15,688	-	40,496	38,407
Food for clients	53,875	-	-	53,875	48,719
Fuel, water & cleaning	11,820	198	592	12,610	11,127
Insurance	3,070	205	1,741	5,016	5,069
Equipment maintenance	1,783	-	-	1,783	2,027
Property maintenance	10,217	500	15,676	26,393	37,507
Dementia cafe	2,596	-	-	2,596	2,576
Occupational therapy	959	-	-	959	872
Sundry	8,939	55	23	9,017	13,697
	369,623	76,746	18,032	464,401	449,225
ADMINISTRATIVE EXPENSES					
Salaries	3,300	3,300	15,934	22,534	21,658
Publicity & adverts	1,230	-	768	1,998	1,363
Fundraising expenses	-	-	789	789	746
Telephone, internet & web	1,625	765	1,665	4,055	4,512
Stationery & postage	3,248	1,090	904	5,242	5,892
Bank charges	200	230	270	700	646
Audit	-	-	3,748	3,748	3,956
Payroll & professional	3,007	1,280	700	4,987	5,497
Trustee expenses	-	-	-	-	-
Depreciation	4,033	260	480	4,773	6,771
	16,643	6,925	25,258	48,826	51,041
TOTAL EXPENDED	386,266	83,671	43,290	513,227	500,266
NET SURPLUS (DEFICIT)	(7,223)	7,770	856	1,403	13,800

Fundraising & Donations during the year

We continue to receive 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 Tangent Ladies Group
Ken Biggs Charitable Trust	Smithy Singers
Combe Down Holiday Trust	St Barnabas Wives Group
Medlock Trust	Bath CHAPS
Lansdown WI	Melly Trust
Wheelwright's Arms	Bath Disability Trust
Greville Choirs	Rush Hill United Reform Church
Doynton & Wick WI	King William IV pub
Monkton Coombe WI	St Johns Keynsham Wives Group
Roper Rhodes trusts	Preddy Chemist
Bath Boules Trust	Cross Manufacturing Ltd
St Alphage's RC Coffee Group	Co-op Community Fund
Bath Golf Club Ladies	Bath Wellsway TWG
St Margaret, Queen Charlton Ladies	Anon

... and many individual donors

Sponsored events including Bath Half Marathon and Park Runs, and Jayne Langley's Haircut.

We received donations in memory of C Parker, I Seton-Anderson, R Gillifan, R Fairbairn, F Pink, J Spanswick, A Sheppard, R Watts, T Wheeler, P Milner, K Smith.

Events organised and supported by the Friends of Peggy Dodd raised an additional £5,991. We thank everybody for their continued support of our work.



Statement of Trustees' Responsibilities

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
29 July 2019

Alan Hodges, Treasurer
29 July 2019

Peggy Dodd Centre
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