

## Healthy Living Club Trustees' report January 2018

This report, like the attached accounts, formally covers the period April 2016 to March 2017. However, as in past reports, we refer to later events as well.

### Governance:

The Trustees met every 6 weeks. In October 2017 the frequency was increased to once a month. Trustees were as follows:

Trustees at January 2018:

Dave Bell (acting Chair from September 2016; re-elected January 2017 AGM and again at January 2018 AGM)

Brenda Morrell (re-elected Vice Chair AGM 2017 and again at January 2018 AGM)

Michael Edwards (Chair until September 2016; then acting Treasurer re-elected AGM 2017 and again at January 2018 AGM)

Clarice Hall (re-elected AGM 2017 and again at January 2018 AGM)

Amanda Paul, (re-elected at AGM 2017 and again at January 2018 AGM)

Rosemary Danielian, co-opted October 2017 and elected January 2018 AGM

Iqbal Faridi, co-opted October 2017 and elected January 2018 AGM

Angela Contucci, elected at AGM 2017 and again January 2018

Jean Hedden, elected at January 2018 AGM

Trustees in earlier periods

Emily Montague (Hon Treasurer, stood down August 2016)

Carlo Bellanova (re-elected 2017, resigned October 2017 to move abroad)

Silvia Thomas (re-elected 2017, died November 2016)

Shelley Russell (resigned 13 July 2016)

Doreen Clauden (did not stand again January 2017)

The Committee is delighted to have enlisted two new Trustees in the Autumn of 2017, a third in January 2018 and is on the lookout for one or two more with strategic planning / financial expertise.

The Trustees benefitted from a thoroughgoing review of the Club's organisation and practices by Peter Gluckman, a Charity Management expert, in 2017 and have gradually been implementing his recommendations including procedures at meetings, a review of role descriptions and of the responsibilities of the Committee/Board and sub-committees. The Trustees are very grateful indeed for this study which was contributed without any fee.

Staffing changes, which result partly from that report, are described below. In addition the fund-raising committee is now (January 2018) being reconstituted and monthly meetings of some staff and volunteers are being held to coordinate the Wednesday Club sessions.

Partnership working with Metropolitan Housing Trust (landlords) and Allied Health Care (care providers) has continued on an informal basis. The

Trustees have made strenuous efforts to place this partnership on a more formal basis. Though slow, progress is continuing.

**Financial matters:**

Commentary on the accounts for 2016-17.

The Club began the year in April 2016 with a healthy balance brought forward from the previous year. Both income and expenditure were somewhat lower in the year than in the previous year but the year ended with a healthy balance again being carried forward at the end of March 2017, although a slightly reduced balance.

Thanks to members, families and well-wishers the Club was able to raise about £10,000 as gifts and sponsorships and almost £2000 of this was raised by our own volunteers at local fund-raising events. In addition we are beginning to get regular donations by standing order, now £4000p.a., which are valuable because they continue into the future. This gift income is especially valuable since it is “unrestricted” to particular activities and can thus be used to pay workers and for lunch.

By contrast the grants we have secured from trusts and foundations have all been “restricted” to specific projects —music, exercise, other activities and their evaluation.

Our coordinator continued to put in a lot of unpaid time in securing donations and sponsorships and in submitting bids for grant funds and Trustees are very grateful indeed both to her and to the donors for the £20,000 raised as grants.

Expenditure followed a similar pattern to past years, going mainly to Wednesday and Monday activity and Wednesday lunches, plus payment to the coordinator. The Club was able to recruit a second part-time worker, the Community Development Worker, to take over the coordination and management of the two weekly gatherings. Payments to her began in this financial year.

During the financial year it came to seem more likely that the Lambeth CCG would in fact support us for a year or two and a contract was finally agreed, to operate from July 2017. This enabled us to afford both the Community Development Worker and a new part-time fund-raiser who was able to start in September 2017. During the year or two covered by this CCG grant the Trustees have to establish sources of more long-term funding.

These two new appointments are gradually taking over much of the work previously done (paid and unpaid) by the coordinator. This proper resourcing of our core functions has improved our sustainability.

Trustees are very grateful to Freha Sheikh who has certified our accounts.

### **Staffing and responsibilities:**

In anticipation of grant support from Lambeth CCG a new post of Community Development Worker was established, advertised and filled in September 2016. Christine Landreth was appointed and has taken on the coordination of Wednesday and Monday Clubs, contact with new referrals, families and volunteers. Her work is proving invaluable.

Simona Florio who had coordinated all the work of the Club since its inception, moved in August 2017 into a new role of running the Healthy Lunches project which takes over the preparation of lunches for residents of Lingham Court and is a first step in extending the presence of the Charity to more days of the week, aiming to make Lingham Court a dementia-centred community hub.

As part of the plan agreed with Lambeth CCG, the Club created, advertised and filled (from September 2017) a part-time appointment of a fund-raiser. Tom Smith now fills this post and is making an invaluable contribution to fund-raising and to helping develop a long-term funding strategy.

As a result of these changes the Charity now has a powerful and effective team of workers who are working well with the Trustees and members.

### **Achievements and work of the charity 2016/17 and since**

The main aims of the Healthy Living Club are to preserve and promote the good mental and physical health of people with dementia and their carers who live in Lambeth. We have achieved this well. We have been meeting now for over 6 years, and regularly have 30 to 40 people attending the Wednesday Club. In the 2016-17 financial year, we consolidated the addition of the Monday morning Club we had started in March 2015. There is (intentionally) a smaller attendance on Mondays, 12 -15 members, and the focus has been on exercise and creative craftwork with people who value the smaller group. On top of these, the 'Crafternoon' sessions continued on Sundays, mostly attended by tenants of Lingham Court.

During 2016-17 we continued to provide the high level of wellbeing that has kept members and volunteers loyal to our community for so long. Laurent continued in his uniquely enthusiastic way to enliven us all during the year. During this time as well our resident musician Mel Jones established the 'Let's Not Sing Tipperary' project – which provided many wonderful singing and participatory music sessions for us, as well as creating a website which contains resources that other groups use when providing music for people who have dementia: it has received nearly 25,000 visits from interested people, and as a result Mel is much sought after as a trainer, thus widening the impact of our work.

During 2016 we also had several sessions at the Club from *Live Music Now*, an international organisation, which provides young musicians to bring a wide variety of music to places like the Club, who are not able to access concert music easily. These sessions were wonderfully received by all, not least

those from the acclaimed Radio 2 Folk Award winners, The Young 'Uns and Maz O'Connor; we are indebted to *Live Music Now* and their support for the Club.

Our volunteers have been wonderful over the year and have brought outstanding skills to benefit the members of the Club – including weekly lunches produced by Brenda and William, monthly poetry sessions organised by Jean, and continued singing sessions from Rosemary and Dave. The main work of the Club however has been to provide social 'connection' and stimulation for people who have dementia and their families who are referred to us because they are at risk of, or suffer from, social isolation. Our volunteer team has been dedicated and essential in engaging and supporting members to feel part of the community, to participate in activities and go home after each session with a spring in their step. The charity thanks all of our Volunteers for this.

In the Autumn of 2016, we were recognised nationally for our unique contribution in the area of dementia care and, with Alise Kirtley, a friend of the Healthy Living Club, were invited to present at the National Dementia Congress in Brighton in November. With our achievements at the forefront, we continued to negotiate with both Lambeth Council and with Lambeth Clinical Commissioning Group (NHS) to try to secure funding to help us become financially stable. These negotiations continued throughout the financial year and have borne fruit since it ended.

Over the course of the year we sadly lost some longstanding members of the Club, including Pauline, Edna, our oldest member, Sylvia (who had been a dedicated Trustee as well), Eugenie and Patrick, whose family have been so supportive over the years. All are sorely missed. Many people have also moved on to long-term care homes and were no longer able to attend, but our numbers have continued to be steady, and with Christine 'coordinating' we have kept a full house on Wednesdays and a steady number of members coming to other sessions.

Since April 2017 the Club has moved on even further. After negotiations over two years, we finally received notice from the Clinical Commissioning Group that we had been successful in our bid, and were to be awarded a grant of £33,000 for 2017/18 to help the club become 'sustainable' and become a community hub through much of the week. The grant runs from July 2017 for 12 months (with a probable second year), and we have used the bulk of this funding to extend the employment of Christine as our part-time Community Development Worker for a further year, as well as taking on Thomas Smith as our part-time 'Fundraiser' to work to increase the funding we can access through grants and events, but also to look at ways of ensuring that we can continue long term. At this point, Tom has already been successful in gaining grants which will help us continue to employ our resident Musician, providing the music activities that have been enjoyed by members since the Club

started and expanding to other days of the week, reaching out to more members.

As well as this, a separate grant from Lambeth Council via the London Community Foundation has enabled us to take on the provision of the 'Lunch Club' at Lingham Court – Simona is now preparing meals on five days of the week (on top of Wednesdays when lunch is already provided as part of the Club), initially for tenants of Lingham Court, with the aim of increasing the opportunities for social interaction and activities that might be open to people who live here, reducing isolation and loneliness. As more social activity around the lunches develops it will contribute to the 'community hub' which is planned to welcome people with dementia referred from the surrounding community.

We have been fortunate to have teachers and children from Larkhall Primary School coming regularly to join members and to participate in the regular exercise groups and in the craft activities on Mondays and lunches on Tuesdays.

Finally, we have been lucky enough to recruit two new Trustees to our board, Rosemary Danielian and Iqbal Faridi, who have added their distinctive experience and knowledge to our committee. Rosemary is also volunteering regularly on Wednesdays. In January 2018 members elected a third new Trustee, Jean Hedden, a long-standing volunteer.

### **The future**

The Healthy Living Club is taking advantage of the breathing space provided by the CCG grant, by Tom's fund-raising advice and by its strengthened team to concentrate now on further developing its long-term sustainability. In the meantime our growing membership are continuing to benefit from the sense of belonging and shared ownership which their club provides.

## **Independent Examiner's Report to the Trustees of the Healthy Living Club**

I report on the accounts of the charity for the year ended 31 March 2017.

### **Respective responsibilities of Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the accounts: The Charity's Trustees consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply, and that an independent examination is needed. It is my responsibility to;

- Examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the Act;
- and to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention.

1. which gives me reasonable cause to believe that in any material respect the requirements

(a) to keep accounting records in accordance with section 130 of the Act: and

(b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met: or 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Freha Sheikh, ACCA  
3 Orchard House, 53 Norris Close,  
London Colney, St.Albans AL2 1UP  
Date 30/01/2018

**Healthy Living Club Accounts**  
**Receipt and payment account for the year ended 31st March 2017**

	Note	Unrestricted y/e 31/03/2017 £	Restricted y/e 31/03/2017 £	Total y/e 31/03/2017 £	Unrestricted y/e 31/03/2016 £	Restricted y/e 31/03/2016 £	Total y/e 31/03/2016 £
Income	1						
Donations					6436		
Fund Raising					8497		
Gift Aids	2	341			810		
Grants	3		20655		2000	27231	
Other					630		
<b>Total</b>		<b>15923</b>	<b>20655</b>	<b>36577</b>	<b>18373</b>	<b>27231</b>	<b>45604</b>
Payments							
Lunches		2065	1264		1839	3091	
Activities		521	12372		3813	13619	
Co-ordinator Fees		11785	4865		9699	8561	
Community Development Worker		1945	3450				
Transport					59		
Travel					15		
Training						800	
Stationery		170			23	44	
Insurance		121			121		
Fund Raising costs		213			359		
Evaluation costs						1300	
Telephone		63				588	
Other expenses	4	184	96		56		
<b>Total</b>		<b>17067</b>	<b>22047</b>	<b>39115</b>	<b>15984</b>	<b>28003</b>	<b>43987</b>
Net Receipts				-2538			1617
Cash funds b/f at 31st March 16/15	5			21033			19500
Cash funds at end of period				<u>18495</u>			<u>21117</u>

Statement of Assets and Liabilities at 31st March 2017

Monetary Assets	Unrestricted y/e 31/03/2017 £	Restricted y/e 31/03/2017 £	Total y/e 31/03/2017 £	Unrestricted y/e 31/03/2016 £	Restricted y/e 31/03/2016 £	Total y/e 31/03/2016 £
General Fund	4849			6218		
The Peter Minet Trust		1731			4500	
London catalyst					5000	
Mercers					993	
Aviva					1264	
Mrs Smith and Mount Trust					1900	
Care UK					492	
Brixton		750			750	
Clapham Old Town		329				
February Foundation		900				
WG Edwards		715				
Inman		3082				
London Community Foundation		6000				
Donation		140				
<b>Bank Balance</b>	<b>4849</b>	<b>13646</b>	<b>18495</b>	<b>6218</b>	<b>14899</b>	<b>21117</b>

**Receipt and Payment Account Notes for the year ended 31st March 2017**

- 1 A more detailed breakdown of the income is shown for the current year than for the previous year.
- 2 Some additional Gift Aid for the year 2016-17 will be received in 2017-18

3 Grants are made up as follows :	<b>Unrestricted</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Restricted</b>
	<b>y/e 31/03/2017</b>	<b>y/e 31/03/2017</b>	<b>y/e 31/03/2016</b>	<b>y/e 31/03/2016</b>
	£	£	£	£
Age UK				250
The Peter Minet Trust				4500
The London Community Foundation		6000		
London Catalyst				5000
Mercers				3000
Aviva				4356
GLA Freesport Fund				1353
DEEP involvement fund				1800
Mrs Smith and Mount Trust				4300
CareUK Wellbeing Foundation				1922
Brixton £ Fund				750
Metropolitan Housing		3755		
Heineken		1000		
Inman Foundation		5000		
W G Edwards		1900		
February Foundation		2000		
Clapham Old Town		1000		
PHAST			2000	
<b>Total</b>		<b>20655</b>	<b>2000</b>	<b>27231</b>

- 4 Advertising for volunteers and spare key expenses are from unrestricted funds, whereas piano tuning and art materials are from restricted funds.
- 5 The closing balance of the year 2015-16 is overstated by 84 which is due to a discrepancy carried forward from the previous years. The opening balance stated in the accounts is accurate and tallies to the bank balance relevant to the year 2016-17.