

# **THE GOOD NEIGHBOUR SCHEME** **FOR MILL HILL AND BURNT OAK**

**(Registered Charity Number 1130578)**

## **TRUSTEES ANNUAL REPORT** **AND** **STATEMENT OF FINANCIAL ACTIVITIES** **FOR THE YEAR** **1<sup>ST</sup> AUGUST 2014 TO 31<sup>ST</sup> JULY 2015**

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THE GOOD NEIGHBOUR SCHEME FOR MILL HILL AND BURNT OAK

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List of Trustees:

Mrs Sheelagh Benson

Mr Derrick Edgerton (Chair)

Mrs Maggi Lamb

Mrs Joan Leith

Mrs Margaret Parrock

Mrs Pauline Seaton

Mr David White

List of Honorary Officers:

Treasurer: Mr David Neal

Secretary: Ms Natalie Layman

Independent Examiner: Mr Alan Roberts FCMA

List of Staff:

Coordinator: Mrs Jeanette Poulton

Deputy Coordinator: Mrs Johanne Calnan

Development Worker: Mr Iraklis Koumoullous

Administrator Lunch Clubs: Ms Claire Segal

**The objects of the scheme as laid down in the constitution and adopted when the scheme registered as a charity in 2009 are:**

- "1. To relieve, either generally or individually, persons resident in Mill Hill and Burnt Oak within the Borough of Barnet (in particular but not exclusively older and disabled people) who are in conditions of need, hardship or distress.
2. To further such other charitable purposes for the benefit of the community as the trustees may from time to time determine."

**Summary of the main activities undertaken.**

The trustees have considered the Charity Commission's Guidance on Public Benefit and are satisfied that all our services contribute to public benefit and so fulfil this requirement.

Our policy is to provide services to older and disabled people in Mill Hill and Burnt Oak, both in the London Borough of Barnet, for the good of the community mainly by the use of volunteers, but coordinated by a small group of paid staff. The area covered by the scheme is clearly laid out in the Constitution.

The GNS offers:

A Chiropody service

2 x Weekly lunch clubs at Mill Hill

Weekly lunch club at Burnt Oak

Weekly shopping buses to a large local supermarket or shopping centre

General lifts to GPs, hospital appointments etc

Befriending, both by phone and personal visits

Advice/signposting (numbers using this service are increasing)

Gardening (clearance work only for safety reasons)

Social events

Data from all our events and services are sent back by volunteers and staff to the office where it is collated. We have integrated our data collection employing *Charity Log* which is administered in Barnet by AgeUK. The database allows us to track the usage of any of our services throughout the year. We do also maintain a local log of our services. By interrogation of this data it can be shown that we have extended our reach in many of our services.

### **Overview of the Year.**

We have continued to work assiduously on delivering and extending our core services. It is pleasing to report that the number of our clients has increased over the last year. We recognise that because of the ages of the local people using the lunch clubs, mostly in the 80 – 90 range, inevitably each year a number of clients who may well have come for several years “disappear” because a number of factors, such as death, moving into care or frailty.

Taking these factors into account, in April 2014 there were 160 service users on our books and over the last year we have taken on 56 new users. This means the number of users on our books is now 177. Looking at our client base it is gratifying to note that about a third of them now come from the HA8 Burnt Oak postcode. Our group of volunteers has also increased over the same period from 51 to 66.

Mindful of its strategy to increase its reach in Burnt Oak, the GNS carried out 2 leaflet drops in the area of the former LCCWatling Estate district of Burnt Oak, an area defined by Government statistics as a deprived area in both economic and social terms. There were around 3,800 households that we targeted with the drops over the winter of 2014/15. As a result we have been able to take on a number of new clients and volunteers.

The GNS launched a chiropody and nail cutting service which is priced at half the commercial rate and this has allowed many elderly people to use the service who would otherwise go without. It has proved so popular that recent clinics have been fully booked and we have now set up extra sessions to accommodate the demand; we may even double the number of sessions. What we had not anticipated was the number of our older volunteers joining the scheme!

A third lunch club was set up in the summer of 2014 and there has been a gradual increase in numbers over the year. This works on a different project model to the other lunch clubs in that we have acted as facilitators in setting up a club in a sheltered housing site where a restaurant already exists. By working with the restaurant on this project we have been able to create a lunch club with a distinct identity from our two established ones, and serving a slightly different demographic client base, thus complementing our other clubs. Another benefit has been the addition of 12 new clients for the charity who have come to us via the new club.

A new monthly social event is our film afternoon. The project has required a great deal of planning: sourcing an annual rights agreement, assessing the most appropriate venue and then each afternoon has been preceded by local promotion. The film afternoons are free – although contributions are welcome – and refreshments are offered.

A number of coffee mornings have been run in Burnt Oak as an addition to the weekly lunch club. The mornings included drinks, cakes and raffle prizes and were well attended by both clients and volunteers. There were a variety of planned activities including card games and

dominoes. A number of outings by minibus to local places of interest were also arranged and were well supported.

During the year training sessions were arranged for volunteers in First Aid and Befriending. All courses were well supported.

### **Future Plans**

In the coming year it is proposed to continue to take steps to make our services more widely known so as to increase uptake.

It is the intention to increase the amount of befriending so reducing the feelings of loneliness and isolation. A “support group” for befrienders will be set up.

By use of signposting to other organisations (particularly those in the Provider Group) it is hoped again to reduce the feelings of loneliness and isolation.

Following on from the success of the social events and outings, which it is planned to continue with, the trustees are looking into appointing an “Activities Coordinator” to plan and run social events regularly throughout the year. A feasibility study is under way.

## **Financial Overview**

Approximately 30% of our funding comes from the local authority, namely the London Borough of Barnet. Allocation of these funds is administered and overseen by AgeUK Barnet which leads the Provider Group. This group is a consortium of charitable bodies that provide services of various types to elderly residents within the borough.

Whilst we do apply for and receive funding from major funders (as shown in the accounts) it is the continuing generosity of local organisations (Rotary Clubs, supermarkets, schools, churches and associated groups and individuals) who give varying amounts, that indicate the standing the GNS has in the locality.

We have been fortunate during the year, to receive a bequest from a former volunteer/client of £20,000. The Trustees have decided that this money should be used for the benefit of the clients. It has been put aside to provide subsidies for outings and other social events.

### THE GOOD NEIGHBOUR SCHEME FOR MILL HILL & BURNT OAK (GNS)

Registered Charity No. 1130578

#### POLICY ON FINANCIAL RESERVES

The Charity's Policy on Reserves is to generate and maintain a balance sufficient:

- a) to preserve the financial viability of the Charity in the face of any unexpected or unavoidable drop in its regular income;
- b) to enable the Charity, in pursuing its objectives, to undertake from time to time new projects on a pilot basis, to demonstrate the viability and potential benefits of such projects with a view to securing new funding necessary to maintain such projects on an on-going basis.

For these purposes the Charity will endeavour to generate and maintain reserves which are approximately 75% of its annual turnover. This amount allows adequate time for new or additional funding to be sought, applied for and obtained.

**This policy was reviewed at a meeting of the Trustees on 23.02.15 and agreed upon. The level of the reserve is reported on at each trustee meeting and will be formally reviewed in 2017.**

Annual Report adopted at Trustees meeting ....16<sup>th</sup> November 2016.....



Signature..  
(Chair of Trustees)

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS OF THE GOOD  
NEIGHBOUR SCHEME FOR MILL HILL AND BURNT OAK  
FOR THE YEAR ENDED 31ST JULY, 2015  
CHARITY NO. 1130578**

**Report to the trustees/members of the Good Neighbour Scheme for Mill Hill and Burnt Oak Registered Charity Number 1130578 on the accounts for the Year ended 31st July 2015 as set out on pages 9 to 10 of the Trustees Annual Report and Statement of Financial Activity.**

**Respective responsibilities of the trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is the responsibility of the Independent Examiner:

1. to examine the accounts under section 145 of the Act
2. to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Act) and
3. to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 the trustees concerning any such matters, the procedures undertaken. Where the procedures undertaken do not provide all the evidence that would be required for an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair' view, 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 doubt that, in any material respect:
  - a. accounting records have been kept in accordance with section 130 of the Act; and
  - b. the preparation of the accounts accord with accounting records and comply with the accounting requirements of the 2011 Act or:
2. which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Signed.....Dated 24<sup>th</sup> January 2016

Alan G Roberts FCMA  
19 Langley Park.  
Mill Hill  
London NW7 2AA

THE GOOD NEIGHBOUR SCHEME FOR MILL HILL & BURNT OAK (Charity Reg. No. 1130578)

FINANCIAL STATEMENTS – Year ended 31 July 2015

Section A - RECEIPTS AND PAYMENTS ACCOUNT

<u>RECEIPTS</u>	Notes	General			TOTAL	TOTAL
		Unrestricted Funds	Designated Fund	Restricted Funds	2014/15	2013/14
London Borough of Barnet	1	£17,976			£17,976	£12,227
The City Bridge Trust	2					£3,600
Garfield Weston	3			£3,000	£3,000	
The Henry Smith Charity	4			£12,000	£12,000	
Friend in Need Community Centre – Gardening Scheme	5			£666	£666	£666
London Catalyst	6			£1,000	£1,000	
The Beatrice Laing Trust	7			£1,000	£1,000	
The Hobson Trust		£5,000			£5,000	
Fund Raising		£6,521			£6,521	£12,273
Tax recovered under Gift Aid		£1,299			£1,299	£559
Donations from Clients	8	£3,355	£20,000		£23,355	£3,093
Luncheon Club Meals		£6,252			£6,252	£5,895
Other Income		£151			£151	£69
Interest		<u>£109</u>	<u>£0</u>	<u>£0</u>	<u>£109</u>	<u>£20</u>
		<u>£40,663</u>	<u>£20,000</u>	<u>£17,666</u>	<u>£78,329</u>	<u>£38,402</u>
<u>PAYMENTS</u>						
Salaries, National Insurance & Administration		£18,180		£15,000	£33,180	£25,798
Luncheon Club Meals, etc.		£6,626			£6,626	£5,920
Hire of Transport		£3,279		£2,000	£5,279	£5,579
Film Afternoons	8		£455		455.3	£0
Gardening Scheme	5		-£71	£666	£595	£539
Equipment - for Publicity & Fund-raising						£91
- for Co-ordinator						
- for Development Worker		<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£463</u>
		£28,084	£384	£17,666	£46,135	£38,390
Surplus of receipts over payments		£12,578	£19,616	£0	£32,194	£11
Balances brought forward at 1 <sup>st</sup> August 2014		<u>£34,366</u>	<u>£533</u>	<u>£0</u>	<u>£34,899</u>	<u>£34,888</u>
BALANCES CARRIED FORWARD		<u>£46,944</u>	<u>£20,149</u>	<u>£0</u>	<u>£67,093</u>	<u>£34,899</u>

## Section B - STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

CASH FUNDS @ 31<sup>st</sup> JULY 2015                      £46,944   £20,149                      £0   £67,093                      £34,899

### NOTES

1) London Borough of Barnet via Age UK Barnet

2014/15 (8 months)	£13,752
2015/16 (4 months)	£4,223
	<u>£17,976</u> /

2) The City Bridge Trust – for Burnt Oak Luncheon Club

The grant from the City Bridge Trust was for 3 years from 1 April 2011 and ended on 31 March 2014.

3) The Garfield Weston Foundation

In September 2014 the Garfield Weston Foundation granted GNS £3,000 towards core costs and in particular the cost of running the Burnt Oak Lunch Club. This was fully spent during the year.

4) The Henry Smith Charity

In September 2014 the Trustees of the Henry Smith Charity awarded GNS a grant of £36,000

towards three years' running costs of the Mill Hill and Burnt Oak lunch clubs, payable in annual instalments of £12,000. This was fully spent during the year.

5) Friend in Need Community Centre – Gardening Scheme

Balance b.f.	£0
Receipts *	£666
Payments	-£595
Transfer to Designated Funds	<u>-£71</u>
Balance c.f.	£0

\* GNS did not receive the 2014 grant of £666 until after 31 July 2014.

This year's apparent underspend of £71 has enabled a partial repayment of the amount taken temporarily from designated funds in a previous year.

GNS did not receive the 2015 grant of £897 until after 31 July 2015.

6) London Catalyst

In September 2014 again, London Catalyst granted GNS £1,000 to help establish a subsidised Nail Cutting service, and towards the cost of health advice and transport for people with limited mobility. This was fully spent during the year

7) The Beatrice Laing Trust

In November 2014 the Beatrice Laing Trust granted GNS £1,000 to produce and circulate a new leaflet promoting the work of GNS to potential clients and volunteers. This was fully spent during the year.

8) The R W Mayhew bequest

In March 2015 GNS received a £20,000 legacy from Reg Mayhew's solicitors. The Trustees decided this should be designated for special events for clients, such as the film afternoons, on which £455 was spent in the year to 31 July 2015.

David Neal  
Treasurer  
06/01/16