



Rotherfield St Martin

Inspiring our community to care for one another

Trustees' Annual Report and Financial Statements 2017/18



The trustees of Rotherfield St Martin have pleasure in presenting their annual report and independently examined financial statements of the charity for the year ending 31 August 2018

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STRUCTURE GOVERNANCE & MANAGEMENT

Trustees:

There must be a minimum of 4 and a maximum of 8 charity trustees. The following served as charity trustees during the year:

Leon Steer	Chair (appointed 2 Aug 2016)
Lucy Buck	Trustee (appointed 2 Aug 2016)
Teresa Lipson	Trustee (appointed 2 Aug 2016)
Sascha Evans	Trustee (appointed 4 Aug 2016 and retired 16 Jul 2018)
Jo Evans	Trustee (appointed 9 Feb 2017)
Mark Howard	Trustee (appointed 22 Jan 2018)

Chief Executive Officer:	Miss R Wood (1 May 2016 – 1 Feb 2018)
Charity Manager:	Mrs V Cheeseman (1 Feb 2018) until present (previously titled CEO)

Charity Number: 1168555

Registered Address: RSM Centre
Memorial Institute
North Street
Rotherfield
East Sussex
TN6 3LX

Independent Examiner: Mr G Khan (ACMA)
G3J Limited
32 Abinger Drive
Redhill
Surrey
RH1 6SY

Bankers: National Westminster Bank

SUMMARY

The Charitable Incorporated Organisation (CIO) was established 2 August 2016 and assumed the responsibilities and obligations previously carried out by the Charity also known Rotherfield St Martin (registered number 1119458).

An Annual Meeting (AGM) must be held at intervals of not more than 15 months and is open to all members of the CIO.

At each AGM one third of elected charity trustees and all appointed charity trustees will retire but are eligible for re-election or re-appointment. The members or the charity trustees may appoint a new charity trustee at any time and if the latter, such charity trustee shall retire at the next AGM.

New charity trustees are provided with a copy of the Deed (Constitution) together with any amendments made to it and a copy of the charity's latest report and accounts. They must also acknowledge their acceptance of the office of charity trustee.

Our Objectives:

The objectives of the CIO are to promote for the benefit of the inhabitants of Rotherfield, East Sussex and the surrounding area, the provision of facilities for welfare, recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare

and with the object of improving the conditions of life of the said inhabitants.

Our Vision:

A community where every older person in Rotherfield and surrounding areas, enjoys a secure and enjoyable third age.

Our Mission:

To prevent isolation and loneliness among older people by building a strong and supportive community.

Our Values:

Community Led
Person Centred
Inclusive
Innovative & Flexible
Collaborative
Create fun
Making the ordinary
extraordinary



OUR IMPACT - ACHIEVEMENTS AND PERFORMANCE

No two years are ever the same at RSM as we are constantly growing and evolving...

One of the most significant changes this year has been the staff team. Our CEO Rachel Wood and two other well established members of the team left for pastures new, so a whole new team was created with Vicky Cheeseman at the helm. Vicky has worked at RSM since 2016 so has a good overview of the charity and has previous experience of managing a charity within our community. The new team have brought a wealth of experience and creativity with them, so that it remains 'business as usual' but with an abundance of fresh energy and new ideas. As part of that new energy we re-branded with a new bright and vibrant logo to

match the vibrancy of our members.

Now in our 14th year our focus has shifted slightly from the earlier days of providing social clubs and activities. With the natural passing of time, many of our founding members now have reduced mobility, health issues and in some instances are housebound. Consequently, we have evolved our work to meet their ever increasing needs, which has led to a greater focus on us developing a holistic approach to their well-being and welfare requirements, as well as the original focus of our work to tackle isolation and loneliness.

Strategic Objectives

- Develop, document and evaluate a sustainable organisation
- Community audit to enable us to design and implement an evidence-based programme to meet the needs and wishes of the community
- Raise and maintain our profile in the community
- Share our work, connecting with organisations, stake holders and policy makers



The team (L to R) - Kristie, Vicky, Louise and Liz

Our Model in Action:

We firmly believe that to best help older people we should support their independence to enable them to live the lives they wish to lead. With that in mind our main aim is to combat isolation and loneliness. Age UK (2018) report that if loneliness for those aged 50 and over is not tackled, that by 2026 there will be 2 million people in England who will often feel lonely, which in turn will have a dramatic impact on their well-being and quality of their lives. They further report that tackling the problem requires personalised support and neighbourhoods which will encourage and facilitate people to participate in their communities. Therefore, as part of our ethos we encourage as many of our members as possible to become volunteers, to help them find a new social circle to belong to and essentially to feel a valued member of our community.

There are many ways that members can support our work whether it be helping in the office, driving people to medical

appointments, baking cakes, serving refreshments, writing birthday cards in fact the list is endless. Our volunteers report that they find being a volunteer extremely rewarding and that they enjoy being able to give something back to their community. In fact our charity would not be able to flourish without our volunteers who this year gave us

approx. 5,020 hours of their time which at £7.83 (min living wage) equates to £39,306. This has a massive impact upon our charity and increases the support that we are able to offer.

Every year we celebrate a volunteer of the year and this year we were delighted to crown Gay as our chosen volunteer. Gay (aged 80) is one of our unsung heroes who amongst other things, coordinates our exercise classes, hydrotherapy classes and answers the phone in the office – we simply couldn't manage without her. Gay says that she really enjoys meeting new people and taking on new challenges.

If loneliness for those aged 50 and over is not tackled, that by 2026 there will be 2 million people in England who will often feel lonely (AgeUK 2018)

We are eternally grateful to all our volunteers who give so much of their time to make us a community that cares

Gay 'Volunteer of the Year'





Volunteers delivering hot meals to older folk during the 'Beast from East'



Organising water deliveries to older folk during a 4-day water crisis

Our work is well recognised within our community and in addition to our member volunteers we are also fortunate to have an army of skilled community volunteers who share our ethos of supporting older people.

This was demonstrated in abundance when 'The Beast from the East' hit hard in February and March. During heavy snowfall our younger volunteers delivered hot stew to those unable to get to the shops. Then as the snow melted and pipes burst, we found ourselves, as a community, with no fresh drinking water for 4 days. This was potentially catastrophic for older people who were unable to reach supplies at water banks. During that time we distributed 500 litres of bottled water to over 200 people with the help of our amazing volunteers. Our work was later recognised by the water company, whom, we have been working in partnership with ever since.

Our Activities

Every day there is a club or activity that an older person can take part in. We work hard to ensure that our activities are accessible to all members, providing transport when required and volunteers to give a helping hand. All activities have a focus on social connectivity and range from table tennis to art club. We also focus on health and wellbeing, offering weekly exercise and hydrotherapy sessions as well as a variety of therapies. This year we made the decision to move our weekly exercise classes to a more local premises within Rotherfield, to make them more accessible and to reduce costs. As a result, we have attracted new members and have reduced our costs by approx. £2,000. Our therapies have slightly declined this year and we hope to address this in the near future by updating our therapy room to attract new therapists. We listen closely to our members and if they wish to try something new, then so do we. With this in mind we launched two new ventures this year, both food themed, our Toastie club and Lidl's 'Feed it Back' programme. Toastie Club is an affordable monthly pop up café where folk can spend time with friends, staff and volunteers whilst enjoying a hot snack. Due to its popularity we are looking to increase its frequency next year. In May 2018 we started working in partnership with Lidl's Supermarket, collecting food twice a week that would otherwise be thrown away due to damaged packaging or close to best before dates and distributing this from our centre. This popular scheme has become part of weekly life for our community, whose members make a small optional donation, each time they shop with us. To date this scheme has generated £660 in just three months.



OUR WORK IN NUMBERS



We carried out **301** drives to medical appointments to ensure that older people received the medical care they required



We had **7,200** social interactions via the phone or face-to-face, to help combat isolation and loneliness



We held **119** activities to promote health and fitness and to prevent falls



We carried out **630** social drives to ensure that members without transport do not become isolated and lonely



We held **108** different activities to encourage social connectivity from knitting and nattering to bridge and art club



Operated a Holiday at Home programme to **6** venues including trips to the seaside and historical homes



Held **26** dementia events to raise awareness and to provide support for those living with dementia



Provided **228** delicious cakes and scones for all our clubs and activities

WHAT OUR MEMBERS SAY

Every day brings fresh challenges for older people and the nature of our work is very varied and hard to measure in figures as the impact is often emotional and individual to that person. We therefore write small case studies to illustrate how our work impacts upon lives:

Ann suddenly became ill and went into hospital where she stayed for 5 weeks. During that time, staff and volunteers visited her to keep her spirits up. As Ann is an avid football supporter and it was World Cup fever, staff ensured that when they visited, they took Ann a variety of newspapers so that she could keep up to date with all the football news. Our kind Knitters and Natterers knitted Ann a blanket to keep her warm in hospital and a volunteer sent a get well soon card, to let Ann know that everyone at RSM was thinking of her. Ann was very down at times and really appreciated the visits and kind wishes. Like many older folk Ann was worried about the safety of her empty house whilst in hospital, so a member of staff walked past her house daily to keep an eye on things and a volunteer went into her house to turn off the water to ward against leaks. This was a great comfort to Ann.

When it was time for Ann to come home, the hospital arranged a short-term care package, however this did not cover all of Ann's practical

needs. We therefore arranged for one of our young volunteers to cut her grass so that Ann could enjoy sitting and looking at her garden and the birds, whilst recuperating.

Staff went and visited Ann and made regular phone calls, to check she was ok. We also arranged for a volunteer to visit weekly for companionship and this arrangement is still in place. Like many folk after a period of illness, Ann lost some of her confidence, so we supported her emotionally the first time that she left the house, arranging for a volunteer to pick her up and stay with her at our weekly social club.

To build Ann's confidence further we then took her out for lunch and Christmas shopping with a group of friends. Ann says that she can't thank us enough for everything that we do, describing us as angels. As a team we are so pleased to see Ann slowly get back to her old self.

Right: Ann and Doreen enjoying a trip out



OUR SUPPORTERS

We are immensely grateful to those that support our work. This year we have received financial support from:

Chalk Cliff Trust

Co-op Community Fund

Crowborough Town Council

Dorothy Wharton (MEH) Trust

Gatwick Airport Community Trust

John Armitage Charitable Trust

Legg Mason

Morrisons Foundation

Rotherfield Parish Council

Rotherfield Trust

Santander

Smith & Fermor Charities

South East Water

Sussex Community Foundation

Tesco Bags of Help

Tunbridge Wells Round Table

Wealden District Council

WeWorks

WG Edwards Charitable Foundation

ROTHERFIELD ST MARTIN ACCOUNTS 2017-2018

Trustees Comments:

Rotherfield St Martin returned a surplus of £757 in the financial year compared to a surplus of £4,728 in the previous year.

Reserves:

Reserves are needed to bridge the gap between the spending and receiving of resources and to cover unplanned emergency repairs and other expenditure. The trustees consider that the idea level of reserves as at 31 August 2018 would be £38,000 (approx. 6 months running costs). These reserves were met.

Financial Headlines:

Income was £89,416 which was broadly in line with the previous performance year's income.

Overall total costs increased by £5,435, with the key driver being additional salary costs.

Year on year salary and consultants' costs have increased by £11,947 and there are several contributing factors.

Our CEO left mid-year with a payment owed for accrued holiday pay. Workplace Pensions became statutory with a financial impact on the charity and to manage our obligations we engaged the services of a payroll bureau to ensure that the charity complied with all statutory requirements. With a turnover in staff, the charity took the decision for a staff restructure and took up the services of a self-employed in-house Fundraiser. In the first six months in post our fundraiser raised funds of approximately £29,000 in donations and grants, the charity is therefore seeing good results from this decision. The average monthly salary cost for the first six months of the year was £5,800 and in the last six months of the year the average monthly salary cost reduced to £3,527. Adding in the cost of our Fundraiser increases the monthly cost to £4,400 which is still £1,400 less than the first six months' average. We therefore believe that our salaries are being properly monitored and controlled and are appropriate for the services provided by the charity.

Health and Wellbeing – the charity saw a gentle decline in income from therapies. However, a recent grant has allowed for an overhaul of the therapy room and the engagement of a new therapist, the charity therefore hopes to report an upturn in income in next year's accounts.

The cost for Exercise classes reduced by over £2,000 as we made the decision to move the classes from Crowborough to Rotherfield, making them more accessible for those without transport and consequently reducing costs.

The charity maintained its level of donations largely we believe in recognition of our work during the water crisis, which generated goodwill and donations from within the community and gained financial support from South East Water.

In the previous financial year, we claimed back Gift Aid to the value of £3,977 from HMRC under the old charity reference. The new charity has recently registered with HMRC and a claim for Gift Aid since 1 September 2016 is currently being prepared.

The bank balance year on year has reduced from £87,000 to £70,000. This is accounted for by spending the deferred income from restricted grants received in 2017 that had to be spent in this financial year. Looking at the last six years' bank balances, the charity reported an average balance of £68,400, so our balance for this financial period is in line with long run averages.

Rotherfield St Martin

Statement of Activities for the year ended

31 August 2018

Note	Income	2018	2017
		£	£
1	Combating Isolation	5,595	5,561
2	Health & Wellbeing	8,054	8,643
3	Services	623	788
4	Donations	29,097	29,678
5	Grants	38,442	35,550
6	Membership	5,427	4,964
7	Other Fundraising	2,173	2,767
	Interest Received	6	1
	Total Income	89,416	87,952
Expenditure			
8	Combating Isolation	5,422	5,395
9	Health & Wellbeing	3,647	6,859
10	Services	27	138
11	Office Running Expenditure	3,466	4,196
12	Professional & Insurance Fees	1,186	2,184
13	Rent, Rates & Services	5,800	5,785
14	Salaries & Consultants	67,368	55,422
15	Staff & Trustee Costs	806	1,492
16	Van Running Costs	63	879
	Depreciation of Office Equipment	874	874
	Total Costs	88,659	83,224
	Surplus for the year	757	4,728
	Total funds brought forward	53,400	48,671
	Total funds carried forward	54,157	53,400

Rotherfield St Martin

Notes to the Accounts for the year ended

31 August 2018

Note	2018	2017
	£	£
1	<u>Combating Isolation Income</u>	
	Art Club Income	160
	Bridge	294
	Holiday at Home income	2,112
	Knitting and Nattering	180
	Monday Meetings contributions to transport Income	238
	Monday Meetings Fees Income	1,990
	Outings Income	421
	Toastie Club income	201
	Total	5,595
2	<u>Health & Wellbeing Income</u>	
	Dementia Income	1,278
	Exercise Income	2,634
	Line Dancing Income	-
	Hydrotherapy Income	2,448
	Memory Support Income	288
	Table Tennis Income	525
	Therapies Income	881
	Total	8,054
3	<u>Services Income</u>	
	Mentoring Income	-
	VDS Fees income	623
	Total	788
4	<u>Donations Income</u>	
	Donations in Memoriam	13,345
	Donations	15,615
	VDS Donations income	137
	Total	29,097
5	<u>Grants</u>	
	Not restricted	18,398
	Restricted	20,044
	Total	38,442

6	<u>Membership</u>		
	Subscriptions Income	5,427	4,964
	Total	5,427	4,964
7	<u>Other Fundraising</u>		
	Collecting Boxes Income	55	172
	Events Income	910	471
	LIDL charity income	223	-
	Awards Income	-	750
	Miscellaneous sales/income	125	-
	Monday Meetings Raffle Income	433	620
	Morrisons Income	117	702
	Penny Pots Income	90	23
	RSM Centre Refreshments Income	14	3
	Window Advertising	27	25
	Compensation Received	180	-
	Total	2,173	2,767
8	<u>Combating Isolation Costs</u>		
	Befrienders expenses	-	169
	Art Club expenses	35	34
	DSG costs	843	799
	Holiday at Home expenses	1,899	1,442
	Monday Meetings - speakers & expenses	424	633
	Monday Meetings - transport costs	818	840
	Monday Meetings - village hall hire	953	894
	Outings expenses	300	584
	Toastie Club costs	150	-
	Total	5,422	5,395
9	<u>Health & Wellbeing Costs</u>		
	Dementia costs	350	779
	Exercise costs	1,698	3,836
	Line dancing costs	-	420
	Hydrotherapy costs	1,550	1,775
	Table tennis costs	19	-
	Therapies costs	30	50
	Total	3,647	6,859

10	<u>Services</u>		
	VDS expenses	27	138
	Total	27	138
11	<u>Office Running Expenditure</u>		
	Advertising/Promotional	126	50
	Cleaning	628	540
	Computer Costs	360	212
	Consumables	176	342
	Office/General Administrative Expenses	33	641
	Phone Costs	1,021	1,041
	Postage	179	231
	Printing	254	268
	Stationery	280	827
	Repairs and Renewals	409	45
	Total	3,466	4,196
12	<u>Professional & Insurance Fees</u>		
	Accountancy	819	933
	Insurances	332	1,014
	Legal	35	203
	Other Professional Services	-	35
	Total	1,186	2,184
13	<u>Rent</u>		
	Rent	5,800	5,785
	Total	5,800	5,785
14	<u>Salaries & Consultants</u>		
	Bookkeeping	2,306	1,455
	Payroll bureau costs	552	-
	Consultancy costs - fundraising	7,575	-
	ERS pension	484	
	Salaries	54,730	53,967
	Employers NI	1,722	-
	Total	67,368	55,422

15	<u>Staff & Trustee Costs</u>		
	Travel and Accom	-	87
	Staff costs - other	90	224
	Training and courses	173	137
	Travel and subsistence	181	827
	Trustees costs	166	218
	Volunteers costs	195	-
	Total	806	1,492
16	<u>Van Running Costs</u>		
	Van expenses	63	879
	Total	63	879

Rotherfield St Martin

Balance Sheet

31 August 2018

	Note	£	2018 £	£	2017 £
Motor Vehicle			-		100
Office Equipment Cost			875		1,749
Total Fixed Asset			875		1,849
Cash at bank and in hand					
Bank Current Account		31,895		79,157	
Bank Deposit Account (contingency fund)		38,008		8,002	
Petty Cash on hand		48		142	
Total Cash at bank and in hand		69,950		87,301	
Current Assets					
Income banked post year end		306		-	
Prepayments		612		-	
Total current assets		70,868		87,301	
Creditors: amounts falling due within one year					
Trade Creditors					
Creditors - Purchase Ledger			126		856
Accruals			700		900
Deferred Income	1		16,153		33,248
PAYE & NIC payable			457		660
Pension contributions payable			150		85
Total Creditors: amounts falling due within one year			17,586		35,750
Net current assets (liabilities)			53,282		51,551
Total net assets (liabilities)			54,157		53,400
Charity funds					
Opening Balance			53,400		48,671
Surplus for the year			757		4,728
Total Charity funds			54,157		53,400

These accounts were agreed at the Trustees Board Meeting 30 October 2018 and signed on behalf of the Trustees of Rotherfield St Martin

Rotherfield St Martin

Notes to the Balance Sheet

31 August 2018

Note:		<u>£</u>
1	<u>Deferred Income</u>	
	Opening Balance	33,248
	Received in the year	15,279
	Applied in the year	<u>(32,374)</u>
	Closing balance	<u><u>16,153</u></u>

ROTHERFIELD ST MARTIN - INDEPENDENT EXAMINERS REPORT

For the Year Ended 31 August 2018

Report to the Trustees of Rotherfield St Martin for the year ended 31 August 2018 Charity No 1168555 set out on the previous pages.

Respective Responsibilities of Trustees and Examiner

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 my responsibility to:

Examine the accounts (under section 145 of the Act);

To follow procedures laid down in the General Directions given by the Charity Commission (under section 145(5) of the Act); and

To state whether 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 in 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 do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the accounts.

Independent Examiners statement

In the course of my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect, the Trustees have not met the requirements to ensure that:
proper accounting records are kept (in accordance with section 130 of the Act); and
accounts are prepared which agree with the accounting records and comply within the accounting requirements of the Act; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed on 7 January 2019



Mr G Khan ACMA

G3J Limited

32 Abinger Drive

Redhill

Surrey

RH1 6SY

DECLARATION

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	LEON PHILIP STEER	JOAN FRANCES EVANS
Position(s)	CHAIRMAN	Founder & Trustee
Date	5th March 2019	8th March 2019

If you are inspired by our work and would like to get involved either as a volunteer, member or by offering financial support please call us on 01892 853021 or visit our website www.rotherfieldstmartin.org.uk

We would like to sincerely thank all our staff, volunteers, members, donors and supporters for their continued support of our work. Their support makes a real difference to people's lives and ensures that we can continue to build a community that cares for one another.

