

**PULBOROUGH & DISTRICT
COMMUNITY CARE ASSOCIATION**
Registered Charity No. 292359

ANNUAL REPORT
January to December 2013



**Building Bridges in the Community
since 1966**

Chairman's Annual Report for 2013

It is a privilege for me to be Chairman of such a lively and generous group of people, and 2013 was a truly memorable year. We received unprecedented support and recognition from the community and this left us with a real sense of gratitude to all those involved. Gail and Paul Noon and Hazel and David Kirkwood merit special thanks for their most generous donations, which they have asked be used towards the replacement of our current rather worn wheelchair accessible vehicle.

Recognition of our work came when we received a completely unexpected invitation to attend the West Sussex County Times Community Awards Evening in November. After a readers' vote we had won "Best Community Organisation". Horsham District Council had collaborated with the West Sussex County Times and many local businesses to sponsor the awards and the event at the Capitol Theatre in Horsham. Being in the company of so many inspiring local volunteers involved in many different kinds of service in the district made it a unique and wonderful evening.

Thanks to our devoted volunteers we have continued to provide a range of activities in Pulborough and District and you will find details of them all following this short report. We have seen several changes this year. Betty Evans, retired after 23 years of unstinting service as organiser of our popular Lunch Club, and Ann Kaiser volunteered to take on this busy role. This meant that Ann could no longer continue the demanding task of being our Secretary.



Betty Evans retires from Lunch Club

Fortunately Betty is willing to remain on our Committee and continue as a Trustee. We are glad to welcome Ann, as Lunch Club organiser, in her other new role as a Trustee. In December, Monica Mason retired from our Committee where she has represented the Minibus for many years and also been a highly valued Trustee. We are delighted to welcome Sheila Moore as our new secretary. Sheila has a fund of experience in both state and voluntary sector work, and we hope she will enjoy being part of Community Care.

While most of our activities are designed for those over 50 years of age, our constitution allows us to work with any age group and this we do for instance in organising the Tai Chi classes. Our popular dancing classes were also enjoyed by people of various ages, but these were discontinued in 2013 as attendance had declined.

All other activities have continued to flourish and we are most grateful for the support we received in 2013 from West Sussex County Council, Pulborough Parish Council, Sainsbury's who made us their "Charity of the Year", Waitrose, and many local donors. Without such support we should not be able to continue.

The changes in the National Health Service have been confusing for many people and we try to keep people informed about what is relevant locally. We are helped in this by Stuart Henderson, one of our Committee Members, who is Chairman of Pulborough Medical Group's Patient Link Committee. We arranged a trip in the Pulborough Minibus for some of our members to attend the first public meeting of the Governing Body of our local Clinical Commissioning Group. First hand information from Governing Body members gave a flavour of what was to come. We approached the Clinical Commissioning Group for their co-operation with our Falls Prevention Group but this did not materialise. We hope this will happen in 2014 and we shall continue to try to arrange it.

We have not been able to implement our plans for greater involvement with the garden at the residential supported accommodation at Green Meadows. This is partly due to the invasion of the garden by hungry deer who have eaten most of the

plants, leaving Green Meadows keen gardener residents unsure what to do. We shall try to enlist the services of a volunteer gardener to provide the necessary support for this project and of course we shall look for someone who has a good idea of what we can grow that does not appear on the menu of our local deer.

This year our Annual General Meeting will be a short business meeting and we shall not have an invited speaker for the afternoon. This will considerably shorten the proceedings and we shall welcome your comments about this change. After more than 47 years we decided that we should update our constitution. Accordingly our Trustees have agreed to adopt a new constitution based on a current model available from the Charity Commissioners. Our “objects” (aims) remain unchanged, as do the powers of our Trustees. Both the old and new documents will be available at the AGM and by post to anyone who would like to review them.

We approached the Charity Commission in 2002 to ask their views on our stated objects and they replied that “---the objects of the charity are sufficiently broad to allow the charity to assist all of those that it would wish to.” We feel it is important to be able to work wherever needed in Pulborough and District and this we hope to continue to do for many years to come.

Gwen Parr – Chairman

Pulborough Community Transport

Contact: 01798 875600 Mon to Fri from 10am to 12 midday

**Outside these hours to Michael Clenshaw, Co-ordinator on
01798 872368**

This useful service continues to thrive thanks to the benevolence of our voluntary drivers who continue to help those in need in our community. Anyone who cannot travel by other means is welcome to call on our services to enable them to travel to medical or social appointments.



Gwen Parr, Mike Clenshaw & Gail Noon all dressed up for the Christmas Medieval Fayre at New Place Manor

We also have a wheelchair accessible vehicle at our disposal, manned entirely by volunteer drivers. We are intending to replace our current ageing vehicle this year, thanks to the devoted fund-raising efforts in the last year, and generous gifts by Gail and Paul Noon and Hazel and David Kirkwood.

Sight Problems Group

Venue: Green Meadows (with thanks to Saxon Weald)

Contacts: Jean Seagrim 01798 872540

Mary Fletcher 01798 873598

This small group meets on the 3rd Tuesday of every month from 9.45am to 11.30am. We exchange information and experiences of treatment etc over a cup of coffee. Outings in the minibus to 4Sight (West Sussex Association for the Blind) and visits to pubs are very popular. Once again a delicious and friendly lunch was held at the Tea Rooms in December.

T'ai Chi

Venue: Meadows Room, Pulborough Village Hall

Contact: Jean Seagrim 01798 872540

The 3 terms in 2013 have seen well supported weekly classes which show that all who come on a Monday from 9am to 10am really appreciate Matt Ward's excellent teaching. The participants say they leave really relaxed and ready for the week ahead.

First Tuesday Club

Venue: Meadows Room, Pulborough Village Hall

Contact: Jean Seagrim 01798 872540

Janice Ansty 01798 874523 (Falls Prevention)

Gina Spain 01798 872497 (Knitting Group)

We meet from 11am until 12.45 on the first Tuesday of the month for a much appreciated Falls Prevention Group run by Janice Anstey and a Knitting Group run by Gina Spain.

The Knitting Group has excelled itself with its high standard. Jerseys and hats have been sent to Kenya and a South African orphanage. Many layettes for premature babies have been delivered to hospitals. Also, nearly £300 was raised at Sainsburys, in aid of our Association, by the sale of knitted hats, gloves etc.

To show our appreciation to the volunteers' generous and unstinting support, a Christmas lunch was given in the Tea Rooms. Old friends from the Popin still come in to buy recycled cards, bric-a-brac and tea and coffee with homemade cakes.

Toe Nail Cutting Service

Venue: Meadows Room, Pulborough Village Hall

Contacts: Jean Seagrim 01798 872540

Christine Wells 01798 875291

Over 50 local residents appreciate Mr James Foulkes' service. Due to the demand we have booked the Meadows Room for four hours every six weeks from 12.30 to 4.30 and the clients will continue to come on a rota every 12 weeks (similar to the NHS).



Mr James Foulkes at work!

Wednesday Afternoon Club

Venue: The Arun Hall, Pulborough Village Hall

Contacts: Rosemary Russell 01798 873174

Liz Sollom 01798 812573

Gerald Batt 01798 872388

2013 has been another successful year for the Wednesday Club. We have welcomed several new members and the finances of the club are on a sound footing.

The Club is open every Wednesday afternoon from 2 till 4 p.m. except during August and there are activities to cater for all tastes, for example scrabble, cards and Rummikub for those who enjoy games whilst seated and short mat bowls, New Age Kurling and darts for the more energetically inclined. For others it is simply a great opportunity to sit and watch the activities and have a chat with their friends.

We have again been able to hold the annual subscription at £5 for all members plus a weekly sum of £1 for those attending and this covers the rent for the hall and the cost of the refreshments that are served each week. We hold a monthly mini-raffle and two Grand Raffles a year, usually just before Christmas and again in the summer.

We have received several generous donations during the year which have paid, amongst other things, for entertainment on special occasions such as the Christmas Party and for the provision of new equipment. Several members find real benefit from the comfortable armchairs purchased by the Village Hall thanks to Betty Miller, in memory of her late husband, Dick.

Many members enjoyed a visit to the pantomime in January, two mystery coach trips, one in the Spring and in September, an afternoon at Tangmere Aviation Museum and in the summer we arranged and accompanied some of the members on a successful and enjoyable week's holiday to Sandown, Isle of Wight.

We are very grateful to our loyal band of volunteer helpers who assist with the games and refreshments, chat with the members and generally look after their safety and well-being; to our excellent Treasurer and to the members who make up our committee. We also thank the drivers and escorts from the Minibus Association who ensure that members who need transport can get to and from the club each week.

We now look forward to the year to come and will do all we can to ensure the members continue to enjoy their weekly get together. Do come join us and meet new friends!



Wednesday Club trip to Sandown on the Isle of Wight

Volunteer Visiting Scheme

Contact: Jill Westlake 01798 873598

Coordinators Jane Allison, Wendy Roberts and Jill Westlake.

The Volunteer Visiting Scheme has 17 trained visitors who are visiting 19 housebound clients between them. Our trained visitors work entirely in confidence and spend time each week with people who otherwise are socially isolated owing to their mobility problems. The service continues to be in demand and two new recruits are due to be trained in the next couple of months. These will be welcome additions as we have 3 clients on our waiting list at present.

Pulborough Lunch Club

Venue: The Arun Hall, Pulborough Village Hall

Contacts: Ann Kaiser: 01798 872819

Elaine Crossley 872929

Jill Jones: 01798 874249 for offers of puddings

During 2013 numbers at the weekly lunch club were on average 56 which naturally fluctuated due to family commitments, holidays, ill health and medical visits etc. However, on the whole, good attendances were seen each week.

During the early part of the year we celebrated Valentine's Day, Easter Lunch and a special lunch to celebrate the arrival of Prince George. Betty made sure all table settings matched the appropriate themes.

At the end of July Betty retired from running the lunch club after 23years and a fitting presentation was made to her on the last Wednesday of the month.

After a two week break Ann took over running the club and with a change of table layout it was hoped the Club had a more café feel about it and once they were used to it people seemed happy with the change.

An increase of £1 meant that members were now charged £3 for lunch and together with some extra funding we were able to serve a cooked meal once a month which has included sausages and mash, chicken casserole, shepherd's pie and poached salmon. We also introduced a monthly newsletter which people found helpful and enabled us to give details of forthcoming events.

In November members filled 35 shoeboxes with suitable items for children in aid of the Samaritan's Purse Shoebox Appeal and were sent to needy children in Kyrgyzstan.

On Wednesday 18th December we served our Christmas Lunch to 75 people with members of the Afternoon Club joining us as well. With funding from Storrington and Pulborough Rotary, support from Waitrose and Sainsburys, it proved to be a very memorable meal. Our grateful thanks went to everyone involved.



Sainsburys staff help out at the special Valentine's Day Lunch Club

During the year we had to say goodbye to Phyl Parsons who has moved to Worthing to be nearer to her family and sadly to Maisie Peryer and Mary Parsons who have passed away.

We are so grateful to René Kaiser who makes sure all the soups and meals are fresh and nutritious and to our rota of 40 ladies who have kept us supplied with a marvellous variety of home-made puddings. Finally 'thank you ' to our wonderful band of volunteers who welcome members, serve the lunch, do the washing up and ensure everyone is cared for, especially the more vulnerable members.



Monica Mason retires from the committee

**Pulborough & District Community Care Association
Accounts for year ended 31st December 2013**

		2012
Incoming resources	£	£
Grants		
Pulborough PC	1550	1700
West Sussex CC	3350	6970
Horsham DC	0	865
Donations	9009	7833
Dance & T'ai Chi class fees	3566	7994
Management charge	3289	3328
Holidays & outings	10516	13406
Subscriptions	1901	1770
Lunch sales	4691	4231
Other sales	998	1173
Fares	2519	2526
Fund raising		
Raffles	157	339
Flag Day & other fundraising	348	438
Interest	<u>183</u>	<u>395</u>
Total incoming resources	42077	52968
		2012
Resources expended		
Honoraria	2100	2400
Volunteers expenses	3389	3533
Dance & T'ai Chi instructors fees	1910	4860
Printing, postage & stationary	323	209
Insurances	517	455
Rent	4679	5635
Telephone	1191	1041
Salary costs	10976	10332
Other expenses	1853	1514
Volunteer training	263	148

continued.....

		2012 £
Catering supplies	3682	3874
Cost of holidays & outings	10632	13715
Vehicle running costs	3069	3465
Vehicle depreciation	0	1666
Total Resources expended	<u>44584</u>	<u>52847</u>
Net outgoing resources	2507	121
Total funds brought forward	<u>68540</u>	<u>68419</u>
Total funds carried forward	<u>66033</u>	<u>68540</u>
 Fixed assets		
Tangible assets		
Cost	10000	10000
Less depreciation	<u>9999</u>	<u>9999</u>
	<u>1</u>	<u>1</u>
Current assets		
Debtors	1615	1161
Cash at bank & in hand	<u>66090</u>	<u>69549</u>
Total current assets	<u>67705</u>	<u>70710</u>
Creditors	1673	2171
Net current assets	<u>66032</u>	<u>68539</u>
Total net assets	<u>66033</u>	<u>68540</u>
Funds of the charity	<u>66033</u>	<u>68540</u>

Signed on behalf of the Trustees

G D Parr
P R Migdale

24th February 2014

Note 1 - Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with Accounting & Reporting by Charities Statement of Recommended Practice (SORP 5) and with accounting standards and the Charities Act.

Note 2 - Accounting Policies

Recognition of incoming resources:

Incoming resources are included in the Statement of Financial Activities (SoFA) when:

- The charity becomes entitled to the resources
- The trustees are virtually certain they will receive the resources and
- The monetary value can be measured with sufficient reliability

Incoming resources with related expenditure:

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA).

Grants & donations:

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations & gifts:

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income:

Contractual income is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind:

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Volunteer help:

The value of voluntary help is not included in the accounts.

Note 3 - Trustee expenses

2 trustees were reimbursed a total of £124 (2012 £12) for disbursements made on behalf of the charity.

Note 4 - Independent examiner

The independent examiner did not receive a fee for her services.

Note 5 - Paid employees

6 part time employees were paid a total of £12730 (2012 £12406)
National insurance costs were £346 (2012 £326)

Note 6 - Fixed asset

Wheelchair accessible vehicle

Cost brought forward

Depreciation on a straight line basis

Brought forward

Carried forward

Note 7 - Debtors

Amounts due within 1 year

Prepayments

Note 8 - Creditors

Amounts due within 1 year

Note 9 - Transactions with related parties

There were no transactions with related parties.

Independent Examiner's Report to the Trustees of Pulborough & District Community Care association on the accounts for the year ended 31st December 2013 set out on previous 4 pages.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for the year and that an independent examination is needed.

It is my responsibility to examine the accounts under S145 of the Charities Act 2011, to follow the procedures laid down in the general directions given by the Charity Commission and to state whether particular matters have come to my attention.

Basis of my 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 or disclosures in the accounts and seeking explanations from the trustees about such matters. The procedures 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.

My statement

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

- i) which gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with S130 of the Charities Act and to prepare accounts which accord with those records and comply with the accounting requirements of the Charities Act have not been met, or
- ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P J Sweeney
Chartered Accountant

24th February 2014

ANNUAL GENERAL MEETING
Wednesday 26th March 2014
at 2.00 pm in The Arun Hall,
Pulborough Village Hall

AGENDA

1. Welcome and apologies for absence
2. To approve the Minutes of the 2013 Annual General
3. To adopt the Annual Reports and Accounts
4. To approve a revised Constitution
5. To elect Officers and Committee
6. Any Other Business

**MINUTES OF THE ANNUAL GENERAL MEETING held on
WEDNESDAY 13th MARCH, 2013 at 2.30pm in
The Arun Hall, Pulborough Village Hall**

The Chairman extended a very welcome to all attending the Annual meeting

1. Apologies for absence.

Apologies had been received from, David Joliffe (Pulborough Parish Council), Fr. Paul Welch (St. Mary's Church)

2. To approve the Minutes of the Annual General Meeting of 2012

It was noted that Gill Boys had been stated as absent from the 2012 meeting when in fact she had attended. With this error being noted approval of The Minutes, having been printed in the Annual Report, were proposed by Gordon Blackburn and seconded by Edna Henly and duly signed by the Chairman.

3. To adopt the Annual Report and Accounts

The Chairman was pleased to report that despite reduction in grant funding all the groups of Community Care were flourishing.

Grateful thanks went to the Pulborough Parish Council, Horsham District Council and West Sussex County Council for their grants and also to Waitrose in Storrington who had generously sponsored the Christmas meal for the Pulborough Lunch Club. Sainsbury's in Pulborough have taken PDCCA as their local charity for the year which has also helped to raise the profile of Community Care.

John Hunt proposed adoption of the Annual Report and Accounts, this was seconded by Jean Seagrim and passed unanimously.

4. **To elect Officers and Committee**

The Chairman drew people's attention to the fact that Gill Boys had stepped down as Trustee. With this change being noted she asked for a proposal that the following people stand as officers and committee members for the coming year.

Mrs. Gwen Parr	Chairman and Trustee
Mr. Philip Migdale	Treasurer and Trustee
Mrs. Elaine Crossley	Trustee (Volunteer Visiting Scheme)
Mrs. Betty Evans	Trustee (Pulborough Lunch Club)
Mrs. Monica Mason	Trustee (Community Minibus Association)
Mrs. Jean Seagrim	Committee (Co-ordinator, Pop-into-Pulborough Toenails and Dancing)
Mr. Mike Clenshaw	Committee (Community Transport Scheme)
Mr. Stuart Henderson	Committee (Pulborough Patient Link)
Rosemary Russell	Committee (Wednesday Afternoon Club)
Liz Sollom	Committee (Wednesday Afternoon Club)
Ann Kaiser	Honorary Secretary

Gordon Blackburn proposed the election of Officers and Committee, this was seconded by Elaine Crossley and passed unanimously.

5. **Any Other Business**

The Chairman extended a huge thank you to all the people running the various activities under the Community Care umbrella and special thanks also to the wonderful band of volunteers in Pulborough and district who give so generously of their time.

Drawing the business part of the meeting to a close she extended a very warm welcome to Cathy Cobbold from Action for Deafness as the guest speaker for the meeting.

Following Cathy's excellent presentation members of the meeting enjoyed a delicious home-made afternoon tea.

LIST OF CURRENT OFFICERS

Chairman: **Mrs. Gwen Parr**

Trustee Lordings, Station Road, PULBOROUGH, RH20 1AH
Tel: (01798) 872872

Treasurer: **Mr. Philip Migdale**

Trustee Meadowlea, Stream Lane, NUTBOURNE, RH20 2HG
Tel: (01798) 813704

Secretary: **Mrs Sheila Moore**

1 Haglands Copse, West Chiltington,
PULBOROUGH, RH20 2QW
Tel: (01798) 813039

Trustee: **Mrs. Ann Kaiser**

Committee Treetops, Hill Farm Lane, PULBOROUGH, RH20 1BJ
Tel: (01798) 872819

Trustee: **Mrs. Elaine Crossley**

Committee 25 Riverside Court, Station Road,
PULBOROUGH, RH20 1RG
Tel: (01798) 872929

- Trustee:** **Mrs. Betty Evans**
Committee 1 Beaumont Court, Skeyne Drive,
PULBOROUGH, RH20 2BA
Tel: (01798) 874254
- Associate** **Mrs. Gill Boys**
Member: Vermont, Bury Gate, BURY, RH20 1NL
Tel: (01798) 831696
- Committee:** **Mrs Jean Seagrim**
Hill Farm, Hill Farm Lane,
PULBOROUGH, RH20 1BW
Tel: (01798) 872540
- Committee:** **Mr. Mike Clenshaw**
2 Maple Leaf, COLDWALTHAM, RH20 1LN
Tel: (01798) 872368
- Committee:** **Mrs. Liz Sollom**
Abinger, Stream Lane, NUTBOURNE, RH20 2HG
Tel: (01798) 812573
- Committee:** **Mrs. Rosemary Russell**
147a Lower Street, PULBOROUGH, RH20 2DP
Tel: (01798) 873174
- Committee:** **Mr. Stuart Henderson**
Gentle Harry's Farm, Mill Lane, West Chiltington,
PULBOROUGH, RH20 2PT
Tel: (01798) 812017
- Committee:** **Mrs Helen Arbeid**
Windflowers, 7 Nyetimber Copse, West Chiltington,
PULBOROUGH, RH20 2NE
Tel: (01798) 813176



*Book sale at Sainsburys to raise funds.
June Reader and Carol Herbert, members of Sainsbury's staff
together with Jean Seagrim, founder member of PDCCA*

Why it is good to volunteer

Volunteering provides physical and mental rewards.

Reduces stress: when you focus on someone other than yourself, it interrupts usual tension-producing patterns.

Makes you healthier: Moods and emotions, like optimism, joy, and control over one's fate, strengthen the immune system.

You get a chance to give back.

People like to support community resources that they use themselves or that benefit people they care about.

Community service and volunteerism are an investment in our community and the people who live in it.

You make a difference.

Every person counts!



Some of the beautiful work created by The Knitting Group