

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

COUNCIL MEETING 3rd March 2015

GENERAL CORRESPONDENCE

FROM	SUBJECT
Over Day Centre	Application for Financial Assistance
Shirley Simpson – Trust Manager, Cambridgeshire Police Shrievally Trust	Letter Regarding Cambridgeshire Bobby Scheme
Deborah Tomlin	Email Regarding inflatable fun days.
Laura Papanikolaou – Timebank Co- ordinator	Letter Regarding Timebanking



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

APPLICATION FOR FINANCIAL ASSISTANCE

1 Name of Organisation: OVER DAY CENTRE
2 Name, address and telephone number of correspondent (and office held): SARAH PECK HEAD OF ADMINISTRATION OVER DAY CENTRE 1 DRINGS CLOSE OVER, CAMBS, CB24 5NZ Tel: 01954 231807 Email: office@overdaycentre.co.uk
3 What are the objectives of your organisation? WE PROVIDE DAY CARE FOR THE FRAIL AND ELDERLY FROM OVER AND SURROUNDING VILLAGES.
4 Is membership/support open to any resident of Cambourne, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason: YES
5 Amount of grant applied for £
6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request. (a separate sheet can be used if required) WE WOULD LIKE TO REPLACE THE CHAIRS IN OUR LOUNGE AREA. THEY HAVE BEEN WELL USED SINCE 2000 AND IN NEED OF BEING REPLACED. WE ALSO NEED TO CATER FOR CLIENTS WITH ADDITIONAL NEEDS AND THEREFORE SPECIALIST CHAIRS ARE REQUIRED.
7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application): (a separate sheet can be used if required)

APPLICATION MADE TO "CHURCH + TOWN LANDS CHARITY
IN DECEMBER 2014. GRANT OF £2000 RECEIVED.

8 Is there anything else you wish the Parish Council to take into account
when considering this application? (a separate sheet can be used if required)

ANNUAL REPORT ATTACHED
QUOTATION ATTACHED

9 Please ensure that you have attached up to date examined accounts in
support of this application.

Yes ~~NO~~

If no please explain why not.

10 Bank Details if Grant approved can be paid directly.

Bank Name: BARCLAYS
Account Number: 00692778
Sort Code: 20-17-19
Account Name: OVER DAY CENTRE

Supporting Documents to be supplied with this Application.

Constitution
Committee Membership
Financial Information

Client: Over Day Centre

Our Ref: Q031114 Over Day Centre

Project: Communal Room Refurbishment



NHS Ref: NHS/11/MB/TPB/6642/10

Contact: Sarah Peck

Contact Phone:

Date: Mon 3rd November

WILL BECK
MASTER FURNITURE MAKERS | EST 1958

QTY	MODEL	DESCRIPTION	IMAGE	UPHOLSTERY	COLOUR REF	FINISH	UNIT PRICE	TOTAL
24	ASC-HB-AC	Ascot High Back Armchair		C Range	TBA	Natural Beech	£219.95	£5,278.80
6	ASC-HB-AC-FB	Ascot High Back Armchair - Fuller Bodied Model - Suitable for up to 28 Stone Users		C Range	TBA	Natural Beech	£299.95	£1,799.70

	SUB-TOTAL	£7,078.50
	DELIVERY CHARGE	£0.00
	Less discount @ 5.00%	£353.93
	TOTAL	£6,724.58
	VAT @20%	£1,344.92
	TOTAL Inc. VAT	£8,069.49

Telephone 0845 4500 444
Facsimile 0845 4500 445
sales@willbeck.co.uk

Kitchener Chair Works
Kitchener Road
High Wycombe
HP11 2SW

The information included in this quote is valid for 30 days following the date of transmission.

In the event that any of the supplied information is inaccurate, Will Beck reserves the right to issue an amended quote at any time.



1 Drings Close
OVER
Cambridge,
CB24 5NZ
Tel: (01954) 231807

Registered Charity No. 800829

THE CONSTITUTION OF THE
OVER DAY CENTRE ASSOCIATION
(REVISED 4th June 2013)

Record of changes to the Constitution

Change No	Authority – Minutes of meeting held on:-	Item No	Change
1	29 th April 1992	12	Adding Vice Chairman to Council and Management Committee.
2	12 th May 1992	3	Increasing Council to 7 ex-officio members to include CAMBS AND HUNTS FHSA rep.
3	5 th October 1992	13	Decreasing Council to 6 ex-officio members by deleting Cambridgeshire Social services.
4	11 th June 1996	13	1. Add new Clause 6c – Proxy voting. 2. Add new Clause 7f – Rules regarding cash expenditure.
5	7 th June 1999		Clause 2 - adding words 'frail or'. Clause 4b(l) - reducing ex-officio members from Six to Five. Clause 4b(e) - include 'Locum Doctor'. Clause 4b(f) - delete completely. Clause 4b(ii) - increasing ordinary members from Five to Six. Clause 4k(iv) - amend word 'Secretary' to read 'Treasurer'. Clause 4l – delete complete clause. Clause 6d - delete word 'appropriate'. Clause 7b - delete word 'Honorary'. Clause 7f – increase upper limit of £150 to £200 in two locations. Amend date on front and last page to 7 th June 1999. Amend name of Secretary to read 'Kathleen LAMOON'
6	16 th June 2008	10	Clause 4 (a) increasing the number of meetings to be held by the council to four per year Clause 4(b) – reducing the number of council members from eleven to ten; and reducing ex-officio members from Five to Four. Clause 4(k) – The Standing Management Committee would consist of nine persons including the Head of Care and Head of Administration as Ex-Officio members. Altering Centre Manager to Head of Care in clauses 4(h) and 7 (f).
7	20 th October 2009		Clause 5(a) – changing “Auditor or Auditors” to “Independent Examiner”, and “audited accounts” to “scrutinised accounts”. Clause 7(c) – changing “The Accounts shall be audited” to “The Accounts shall be independently examined/scrutinised in accordance with the Charities Act” Clause 7(d) – changing “An audited statement of accounts” to “A scrutinised statement of accounts”
8	4 th June 2013		Clause 2 (a) change to “Over and surrounding villages”

		<p>Delete clause 2 (b)(vi) Clause 4(b(i) and (ii)) add in Council Delete clause 4 (c) Clause (j)(ix) replace “Standing” with “Joint” Reword clause 5(a) Clause 5(b) add in <i>10 members</i> “of the association” Addition of clause 5(c) Rewording of clause 6(a) and change to quorum to 50% +1 from one third of total membership Clause 6(e) change to “Policies and procedures” and reword Clause 7(e) reworded and additional sentence with regards to online banking Clause 7(f) reworded and additional sentence with regards to monitoring of expenditure</p> <p>Throughout document replace Care Manager with Head of Care and Centre Administrator with Head of Administration Renumber throughout as necessary</p>
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The Over Day Centre Association

Constitution Index

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Constitution of the Over Day Centre Association

1. NAME OF THE ASSOCIATION:

The name of the Association is "**The OVER Day Centre Association**", hereinafter called the Association.

2. OBJECTIVES AND POWERS:

- a. To establish a Centre to provide day care for the frail or elderly of OVER and surrounding villages, to promote and maintain the quality of life for them through social contact, recreation and informative activities, to provide a focal resource through which appropriate medical and social services can be provided, to provide relief for carers, to provide a focus through which the people of OVER and surrounding villages can take an active part in care in the community.
- b. In furtherance of the said objectives but not otherwise the Association may:
 - (i) Employ and pay any person or persons to supervise, organise and carry on the work of the Centre and make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants.
 - (ii) Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof.
 - (iii) Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses.
 - (iv) Collect and disseminate information on all matters affecting the said objectives and exchange such information with other bodies having similar objectives, having due regard to the confidentiality requirements.
 - (v) Undertake, execute, manage or assist any charitable trusts which may lawfully be undertaken, executed, managed or assisted by the Association.
 - (vi) Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objectives and construct, maintain and alter any buildings or erections necessary for the work of the Association.
 - (vii) Make regulations for any property which may be so acquired.
 - (viii) Subject to such consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association.
 - (ix) Subject to such consents as may be required by law, borrow or raise money for the said objectives and accept gifts on such terms and on such security as shall be deemed to be necessary.
 - (x) Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions, donations and otherwise.
 - (xi) Invest the monies of the Association not immediately required for the said objectives in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
 - (xii) Do all such other lawful things as are necessary for the attainment of the said objectives.

3. MEMBERSHIP:

All residents of the Civil Parish of OVER who are of voting age will be deemed to be members for the duration of any General Meeting in accordance with Clause 5a hereof and for the sole purpose of calling a Special General Meeting of the Association.

4. COUNCIL:

- a. Subject as hereinafter mentioned the policy of the Association in pursuance of the objectives shall be determined by a **Council** which shall meet not less than four times a year.
- b. The **Council** shall consist when complete, of ten persons being:
 - (i) Four **ex-officio Council members**, namely:
 - (a) The County Councillor for OVER for the time being.
 - (b) The District Councillor for OVER for the time being.
 - (c) A person appointed by the OVER Parish Council to serve on the **Council** of the Association.
 - (d) General Practitioner or Locum Doctor from OVER Doctors' Surgery.
 - (ii) Six **Ordinary Council members** elected at the Annual General Meeting.
- c. The proceedings of the **Council** shall not be invalidated by the fact that there may be a shortfall of **Ordinary** members, or any failure to elect, or any defect in the election, appointment, co-option or qualification of, any member.
- d. Any casual vacancy in the **Council** may be filled up by the **Council** and any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next Annual General Meeting of the Association and shall be eligible for election at that Meeting.
- e. At its first and subsequent first meetings after an Annual General Meeting the **Council** shall elect from among its members a Chairman, Vice Chairman, Secretary, Treasurer and such other officers as deemed necessary who shall serve until the conclusion of the next Annual General Meeting.
- f. The **Council** may co-opt up to two persons who shall serve until the conclusion of the next Annual General Meeting, and who shall be entitled to vote at Meetings of the **Council**.
- g. The **Council** shall appoint and fix the remuneration of a Head of Care and of all such other staff as may in their opinion be necessary. The **Council** shall determine the Terms of Reference, powers, duration and duties of the Head of Care. No **Council** member shall receive any remuneration in consideration solely of service to the **Council**.
- h. The **Council** may appoint such special or standing committees as may be deemed necessary by the **Council** and shall determine their Terms of Reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to the **Council** as soon as possible.
- j. The **Council** shall appoint a Standing **Management Committee** which shall consist of:
 - (i) **Two Ex-Officio Members** namely :
 - a) The Head of Care for the time being
 - b) The Head of Administration for the time being
 - (ii) Chairman of the **Council** who shall act as Chairman of the **Management Committee**.

- (iii) Vice Chairman of the **Council** who shall act as Vice Chairman of the **Management Committee**.
- (iv) Secretary of the **Council** who shall act as Secretary of the **Management Committee**.
- (v) Treasurer of the **Council** who shall act as Treasurer of the **Management Committee**.
- (vi) The Fund Raising Co-ordinator of the **Council**.
- (vii) General Practitioner or Locum Doctor from OVER Doctors' Surgery.
- (viii) One Ordinary Member of the **Council**.
- (ix) Up to three persons to be co-opted by the Joint Management Committee.

5. GENERAL MEETINGS OF THE ASSOCIATION:

- a. An Annual General Meeting of the Association shall be held once each year (no more than 15 months after the holding of the preceding Annual General Meeting). At least 21 clear days notice shall be given in writing by the **Council** Secretary to each member. This notice shall be deemed to be so given by advertisement on public notice boards and/or in local news circulars. At such Annual General Meeting the business shall include the election of **Ordinary members** to serve on the **Council**; the appointment of an Independent Examiner, fixing their remuneration (if appropriate) or giving authority for the **Council** to do so; the consideration of an annual report of the work done by or under the auspices of the **Council** and of scrutinised accounts; and the transaction of such other matters as may from time to time be necessary.
- b. The Chairman of the **Council** may at any time at his/her discretion and the **Council** Secretary shall within 21 days of receiving a written request so to do, signed by not less than 10 members of the association whether individual or representative and giving reasons for the request, call a special General Meeting of the Association.
- c. **The quorum of the Annual General Meeting of the Association should be 10.**

6. RULES OF PROCEDURE AT ALL MEETINGS:

- a. **Quorum.** The Quorum at meetings of the Council or any committee appointed under Clause 4h hereof shall be 50% +1 of its total actual membership, or such number as the Association may in General Meeting from time to time determine.
- b. **Voting.** Save as otherwise herein provided, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. Arrangements for proxy voting may from time to time be made by the **Council** **PROVIDED ALWAYS THAT** no such arrangements shall be made with regard to Clauses 9 and 10 thereof. No person shall exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
- c. **Proxy voting.** The Secretary shall prepare a proxy voting paper detailing the proposition in full, as per the Agenda, then adding the following statements to the foot of the proxy voting paper:
 - "My vote is for this proposition".*
 - "My vote is against this proposition".*
 - "Delete whichever is not applicable".*

This Proxy Voting Paper is then to be signed and dated by the person completing the form (who shall be a member of the **Council** or **Management Committee**) and presented to the Secretary at least 24 hours before the meeting.

- d. **Minutes.** Minute books shall be kept by the **Council**, Management Committee and all other committees, and the Secretary shall enter therein a record of all proceedings and resolutions.
- e. **Policies and Procedures.** The **Council** shall have the power to adopt and issue policies and procedures for the Centre, which are consistent with the provision of this Constitution.

7. FINANCE:

- a. All moneys raised on behalf of the Association shall be applied to further the objectives of the Association and for no other purpose **PROVIDED THAT** nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Association or the repayment to members of the **Council** or any Committee appointed under Clause 4j hereof or members of staff of the Centre of reasonable out of pocket expenses.
- b. The Treasurer shall keep proper accounts of the finances of the Association.
- c. The Accounts shall be independently examined/scrutinised in accordance with the Charities Act at least once a year by the Independent Examiner appointed at the Annual General Meeting.
- d. An scrutinised statement of the accounts for the last financial year shall be submitted by the **Council** to the Annual General Meeting as aforesaid.
- e. A bank account shall be maintained with such bank as the **Council** shall from time to time decide. The **Council** shall authorise in writing the Treasurer, the Secretary and two other members of the **Council** to sign cheques on behalf of the Association. All cheques must be signed by not less than two authorised signatories. The Council shall authorise the Treasurer and at least one other member of the Council to use online banking.
- f. All propositions involving cash expenditure between £50 and £200 may be approved by any two Officers of the Committee and the Head of Care. The Treasurer will monitor all expenditure. Any expenditure in excess of £200 should be costed out and the entire proposal including amount should be published in the next AGENDA and circulated to all members, at least three days prior to the next meeting.

8. TRUST PROPERTY:

The title to all real or personal property which may be acquired by or on behalf of the Association shall be vested in a corporation lawfully entitled to act as Custodian Trustee.

9. ALTERATIONS TO THE CONSTITUTION:

Any alteration of the Constitution shall receive the assent of not less than two-thirds of those members of the Association present and voting at a meeting specially called for the purpose **PROVIDED THAT** notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be proposed. At least 14 clear days notice in writing of such a meeting, setting forth the terms of the alteration by advertisement on public notice boards and in local news circulars **PROVIDED THAT** no alteration shall be made which would have the effect of causing the Association to cease to be a Charity at Law.

10. DISSOLUTION:

If the **Council** by a simple majority shall decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Association, it shall call a General Meeting of all members of the Association, of which meeting not less than 21 clear days notice (stating terms of the Resolution to be proposed thereat) shall be given. If such decision shall be confirmed by a simple two-thirds majority of those present and voting at such meeting the **Council** shall have power to dispose of any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objectives similar to the objectives of the Association as the **Council** may determine.

11. NOTICES:

Any notice may be served by the Secretary on any member either personally or on his/her appointed representative as the case may be, or by advertisement on local notice boards and in local news circulars.

12. INTERPRETATION:

For the interpretation of this Constitution, the Interpretation Act 1978 shall apply as it applies to the interpretation of an Act of Parliament.

I CERTIFY THIS TO BE A TRUE COPY OF THE ORIGINAL

DATE

Anne Ninham
Secretary
The OVER Day Centre Association



Over Day Centre		Charity No (if any)	800829	CC17a
Annual accounts for the period				
1st April 2013	To	31st March 2014		

Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Restricted			Total this year £	Total last year £
			Unrestricted funds £	income funds £	Endowment funds £		
			F01	F02	F03		
Incoming resources (Note 3)							
Incoming resources from generated funds			-	-	-	-	
Voluntary income	9725	S01	9,725	7,960	-	17,685	8,184
Activities for generating funds	14251	S02	14,251	2,378	-	16,629	12,304
Investment income	672	S03	672	-	-	672	433
Incoming resources from charitable activities	112533	S04	117,794	-	-	117,794	112,533
Other incoming resources		S05	-	-	-	-	-
Total incoming resources		S06	142,442	10,338	-	152,780	133,454
Resources expended (Notes 4-8)							
Costs of Generating Funds			-	-	-	-	-
Costs of generating voluntary income		S07	-	-	-	-	-
Fundraising trading costs	1967	S08	1,967	781	-	2,748	3,010
Investment management costs		S09	-	-	-	-	-
Charitable activities	139846	S10	139,846	-	-	139,846	130,087
Governance costs		S11	-	-	-	-	240
Other resources expended		S12	-	-	-	-	-
Total resources expended		S13	141,813	781	-	142,594	133,337
Net incoming/(outgoing) resources before transfers		S14	629	9,557	-	10,186	117
Gross transfers between funds		S15	-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		S16	629	9,557	-	10,186	117
Other recognised gains/(losses)							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
Net movement in funds		S19	629	9,557	-	10,186	117
Total funds brought forward		S20	111,965	-	-	111,965	111,848
Total funds carried forward		S21	112,594	9,557	-	122,151	111,965

Section B Balance sheet

		Note	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
			£	£	£	£	£
			F01	F02	F03	F04	F05
Fixed assets							
Tangible assets	(Note 9)	B01	6,963	-	-	6,963	-
		B02	-	-	-	-	-
Investments	(Note 10)	B03	-	-	-	-	-
Total fixed assets		B04	6,963	-	-	6,963	-
Current assets							
Stock and work in progress		B05	-	-	-	-	-
Debtors	(Note 11)	B06	10,301	210	-	10,511	3,661
(Short term) investments		B07	-	-	-	-	-
Cash at bank and in hand		B08	101,281	9,347	-	110,628	109,114
Total current assets		B09	111,582	9,557	-	121,139	112,775
Creditors: amounts falling due within one year	(Note 12)	B10	5,981	-	-	5,981	810
Net current assets/(liabilities)		B11	105,601	9,557	-	115,158	111,965
Total assets less current liabilities		B12	112,564	9,557	-	122,121	111,965
Creditors: amounts falling due after one year	(Note 12)	B13	-	-	-	-	-
Provisions for liabilities and charges		B14	-	-	-	-	-
Net assets		B15	112,564	9,557	-	122,121	111,965
Funds of the Charity							
Unrestricted funds		B16	112,594			112,594	111,965
		B17	-			-	-
Restricted income funds (Note 13)		B18		9,557		9,557	-
Endowment funds (Note 13)		B19			-	-	-
Total funds		B20	112,594	9,557	-	122,151	111,965

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
S. F. Johnstone	S. F. Johnstone	24-Jun-14
N. M. Poulter	N.M. Poulter	24-Jun-14

Section C**Notes to the accounts****Note 1 Basis of preparation**

This section should be completed by all charities .

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with* Accounting Standards;
- or Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act.

[** except for the following].

Give details in this box if a different standard has been followed.

* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick “Accounting Standards”;
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick “Financial Reporting Standards for Smaller Enterprises (FRSSE)”.

** - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

Give details in this box of any material changes that have been made.

§ if no changes have been made to accounting policies then delete these words.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years (§§ except for the following).

Give details in this box of any material changes that have been made.

§§ if no changes have been made to accounts for previous periods then delete these words.

Note 2 Accounting policies

This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.

INCOMING RESOURCES

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> • 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 and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Contractual income and performance related grants	This is only included in the SoFA once the related goods or services have been delivered.
Gifts in kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
Donated services and facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
Investment income	This is included in the accounts when receivable.
Investment gains and losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
Governance costs	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
Grants payable without performance conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
Stocks and work in progress	These are valued at the lower of cost or market value.

**POLICIES ADOPTED
ADDITIONAL TO OR
DIFFERENT FROM THOSE
ABOVE**

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Note 3 Analysis of incoming resources

Incoming resources may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Voluntary income	Donations	3,875	4,584
	Grants from councils and trusts	5,850	3,600
		-	-
		-	-
	Total	9,725	8,184
Activities for generating funds	Fundraising	12,964	10,738
	Income from clients' shopping trolley	1,530	1,524
	Minibus sponsorship (one month)	458	42
		-	-
	Total	14,952	12,304
Investment income	Bank interest	672	433
		-	-
		-	-
		-	-
	Total	672	433
Incoming resources from charitable activities	Cambs CC Social Services contract places	52,896	52,774
	Client daily charges	62,353	56,720
	Client trips and activity charges	1,030	2,054
	Dept of Transport fuel duty refund	813	985
		-	-
Total	117,092	112,533	

Note 4 Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Costs of generating voluntary income		-	-
		-	-
		-	-
		-	-
	Total	-	-
Fundraising trading costs	Fundraising costs	2,961	1,486
	Stock for clients' shopping trolley	1,530	1,524
		-	-
		-	-
	Total	4,491	3,010
Investment management costs	Bank charges	-	-
		-	-
	Total	-	-
Charitable activities	Staff wages and taxes	91,796	89,829
	Maintenance, utilities, cleaning, premises improvements	10,425	12,822
	Training, office costs, insurance	10,861	5,468
	Food, client entertainment & activities	14,890	16,658
	Client transport	7,276	5,310
	Depreciation of Assets	2,805	2,805
Total	138,053	132,892	
Governance costs	Cambridge Council for Voluntary Service subscription	50	50
	CRB checks	-	70
	Accountancy	-	120
	Total	50	240

Note 5 Support Costs

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

Support cost type	Fundraising activity £	Charitable Activity £	Governance Activity £	Total Cost £
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	-

Note 6 Details of certain items of expenditure**6.1 Trustee expenses**

Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
0	3
0	Postage & stationery. Staff small gratuities e.g. at Xmas
0	£194

6.2 Fees for examination or audit of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
0	120

Section C

Notes to the accounts

(cont)

Note 7 Paid employees

Please complete this note if the charity has any employees.

7.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	87,552	85,975
Employer's National Insurance costs	4,244	3,854
Pension costs	-	-
Total staff costs	91,796	89,829

	This year Number	Last year Number
The parts of the charity in which the employees work		
Fundraising	-	-
Charitable Activities	5	5
Governance	-	-
Other	-	-
Total	5	5

7.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		

Note 9 Tangible fixed assets*Please complete this note if the charity has any tangible fixed assets***9.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	9,766	-	9,766
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	9,766	-	9,766

9.2 Accumulated depreciation and impairment provisions

**Basis	SL or RB	SL or RB	SL or RB	SL	SL or RB
** Rate				20% and 33.335	

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	2,803	-	2,803
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	2,803	-	2,803

9.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	6,963	-	6,963

9.4 Revaluation*If any fixed assets have been revalued please give details of the valuer and method of valuation*

--

* The "transfers" row is for movements between fixed asset categories.

** Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

Note 10 Investment assets

Please complete this note if the charity has any investment assets.

10.1 Fixed assets investments

	£
Carrying (market) value at beginning of year	-
Add: additions to investments at cost	-
Less: disposals at carrying value	-
Add/(deduct): net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

Please provide below:

10.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.

10.3 A breakdown of the income from investments agreeing with SOFA row S03.

Analysis of investments

	10.2 Market value at year end £	10.3 Income from investments for the year £
Investment properties	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
Total	-	-

10.4 Material investment holdings

If any single investment is material in terms of its value (for example represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held

Market Value

Note 11 Debtors and prepayments

Please complete this note if the charity has any debtors or prepayments.

Analysis of debtors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	9,202	2,400.0	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	1,308	1,261.0	-	-
Total	10,510	3,661.0	-	-

Note 12 Creditors and accruals

Please complete this note if the charity has any creditors or accruals.

12.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	86	-	-	-
Other creditors	3,697	458	-	-
Accruals and deferred income	1,050	352	-	-
Total	4,833	810	-	-

12.2 Security over assets

If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.

--

Note 13 Endowment and restricted income funds

Please complete this section if the charity has any endowment or restricted income funds.

13.1 Funds held

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
Minibus Fund	EE	Minibus Replacement

13.2 Movements of major funds

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
Minibus Fund	-	10,338	- 781	-	-	9,557
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Total Funds	-	10,338	- 781	-	-	9,557

13.3 Transfers between funds

Please give details of any transfers between funds.

From Fund (Name)	To Fund (Name)	Reason	Amount

Note 14 Transactions with related parties

If the charity has any transactions with related parties (other than the trustee expenses explained in note 6) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.

14.1 Remuneration and benefits

Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £

14.2 Loans

Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.

	Name of trustee or connected party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties				
Due from trustees and related parties				

14.3 Other transaction(s) with trustees or related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £

Note 15**Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

Fixed Assets - The Charity occupies premises at 1 Drings Close, Over, Cambridge attached to the South Cambs District Council sheltered housing scheme. The building was completed in 2000 . The building itself is owned by the Over Day Centre Association. It cost £160,199 of which £80,000 was a grant from South Cambs District Council. The other £80,199 was raised by the Over Day Centre Association with the assistance of the Community Fund. The land occupied by the building is leased from South Cambs District Council on a 999 year lease. The Centre also owns a minibus for the transport of clients. This was bought in November 2002 for £42,007 (£30,544 paid by ODC, £11,463 by Help the Aged) and is now fully depreciated. The Centre has furniture and fittings bought since 2000 which are estimated to have negligible value at the balance sheet date and are therefore written off. In the past year the Centre has bought a new kitchen, a washing machine, a computer, new chairs and a freezer which are being deprecation at 2 years and 5 years. There is now a restricted fund earmarked to replace the minibus in due course.

The Over Day Centre

ANNUAL REPORT
2014

1 DRING'S CLOSE
OVER
CAMBRIDGE
CB24 5NZ

TELEPHONE: 01954 231807
email: office@overdaycentre.co.uk
<http://www.overdaycentre.co.uk/>

The Over Day Centre is situated in the village of Over, Cambridgeshire and the correspondence address is 1 Dring's Close, Over, CB24 5NZ

The Over Day Centre Association is an unincorporated charity registered with the Charity Commission of England under Registration No. 800829.

Trustees elected at the 2014 Annual General Meeting are:

Ex Officio Members

Peter Hudson	County Council Representative
Pippa Corney	District Council Representative
Cynthia Bidwell	Parish Council Representative
Dr. Susan Gillard	GP Over Surgery

Elected Members

Shona Johnstone	Chairman	Chairman Governance Sub-Committee
Claire Blewett	Vice Chairman	Chairman Human Resources Sub-Committee
Nigel Poulter	Treasurer	Chairman Finance Sub-Committee
Anne Ninham	Secretary	
Corinne Lloyd		

Co-opted Members

Peter Hynes
Lynda Harford

AIMS & ACTIVITIES

The Over Day Centre was established in 1989 to provide care for the frail and elderly. Clients come from Over and many of the surrounding villages, including Cambourne, Cottenham, Girton, Histon, Longstanton, Oakington, Swavesey and Willingham.

The aim of the Day Centre is to promote and maintain the quality of life for the clients through social contact, recreation and informative activities. It offers a resource through which appropriate medical and social services can be provided, provides relief for carers, and a focus through which the people of Over and surrounding villages can take an active part in care in the community.

The Day Centre is a charitable, independent organisation, denoted as The Over Day Centre Association. The Association is managed by an elected body of approximately twelve members with varied backgrounds ensuring a balanced approach in decision making. These members are the Trustees of the Day Centre and are responsible for ensuring its long term viability, while supporting and promoting its aims. It is a self-funded organisation and although it is in receipt of some grants, the Association is continually looking for innovative ways to raise funds.

Since 2000 the Day Centre has been housed in purpose built premises, adjacent to the GP surgery and sheltered housing complex at Elm Court.

The Centre has a Head of Care and a Head of Administration, 2 full time and 4 bank care assistants, a minibus driver and about 70 dedicated volunteers. These volunteers perform a wide variety of very valuable roles at the Day Centre including driving, escorting on the minibus, cooking, and importantly washing up and preparing afternoon tea. Clients are charged a reasonable fee that provides, among other things, morning refreshments, a freshly cooked midday meal and afternoon tea.

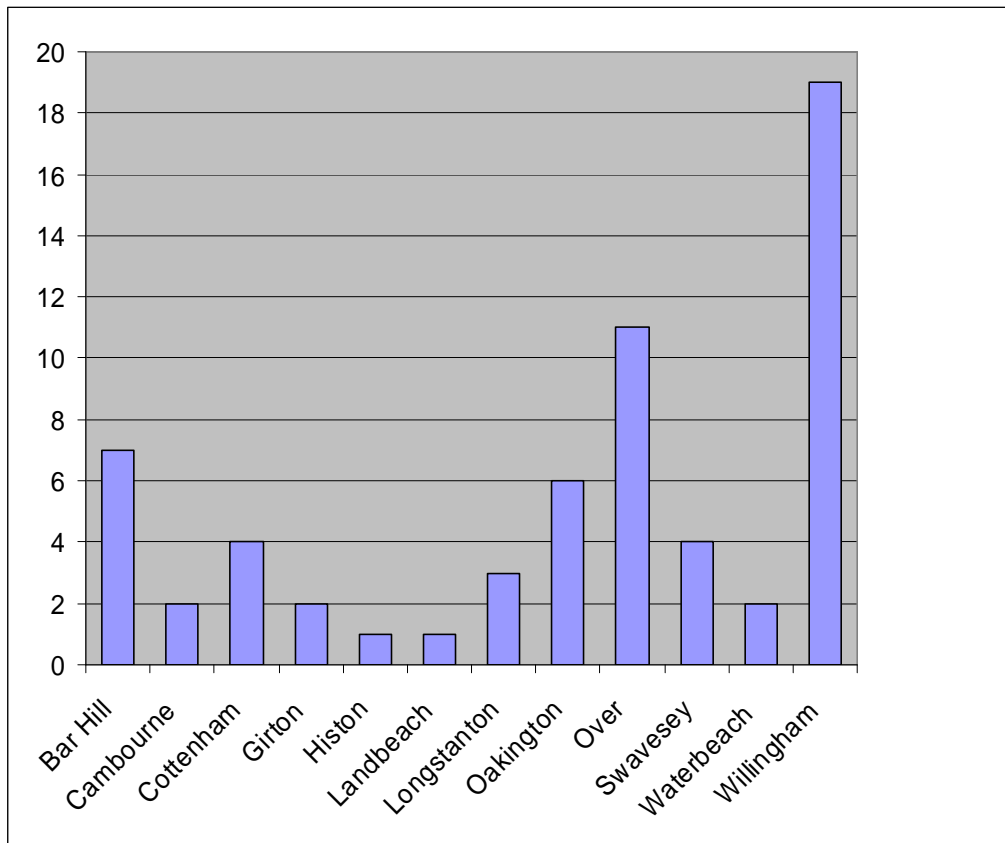
Facilities available for clients by arrangement are hairdressing, foot care and baths, in a specially adapted bath for use by those with mobility problems.

Activities at the Day Centre include:- seasonal fairs, chair based exercises, active games, singing, crafts, quizzes, story telling, raffles, bingo, plant sales, and visits from clothes and shoe shops. Regular outings are organised and this year have included trips to Wicksteed Park in December 13 and a boat excursion on the River Ouse in July 2013.

Transport is arranged via relatives, taxi services, the Social Services minibus or our own minibus which is maintained by the ODCA Trustees.

The Centre has a full set of policies and procedures which management, staff and volunteers are required to be aware of and follow. They incorporate the legal requirements of organisations looking after vulnerable adults as well as the aims and objectives of the Day Centre. Staff training and professional development is also offered.

Distribution of clients across the villages.



Selection of photographs:

Valentine's Day lunch



Cake making



100th birthday celebrations



A volunteer's viewpoint



Gary Warrington Volunteer

The Day Centre could not survive without its many volunteers. Gary was born in Over and has been involved in many Over organisations. These have included being Captain of Over football team at 17, wicket keeper for the cricket team, a speed skater on the Fens and Chair of the Millennium Committee that developed the Community Centre. He has the distinction of being the last person in Over to have been on National Service. He has been a volunteer on the Parish Council, the Townlands Trust, the British Legion and for the past three years an escort assisting the clients on the Day Centre Bus. Gary says "This has been the most rewarding volunteer work I have done to date. I enjoy what I do and go home afterwards thinking I have helped someone who needed me. It's a great feeling."

The following reports were presented at the 2014 Annual General Meeting which record the achievements and performance of the Charity over the last year.

OVER DAY CENTRE: CHAIRMAN'S REPORT

Client numbers: The Centre continues to provide a welcoming and friendly environment for the elderly and frail in and around Over, with a waiting list for clients. We also offer lunch to residents of Elm Court on two days a week which has proved to be very popular. We open on one Saturday a month and numbers are steadily increasing; we have extended the service to provide a home cooked lunch, rather than a simple snack. We have recently joined forces with the Methodist Church who run a lunch club on the fourth Saturday of each month, with the Day Centre providing transport.

Social Services contract: After nearly twelve months of negotiation we have finally agreed a new contract with Cambridgeshire County Council. The current block contract is being reduced to a more realistic number, but the daily rate has been increased, with the net result that we will still receive the same amount of funding as before. We are grateful to colleagues who have been involved in this process.

Minibus: the minibus is now 12 years old. While it continues to cause us little problem, the Trustees feel that now is the right time to be looking at replacing it for a more modern version. A small sub committee was been set up to lead a fund raising campaign. The result was a highly successful launch of "love your Day Centre" on 14 February. After just three months we have already raised over £25,000 and I am confident that we will in a position to place an order for a new bus in the next few weeks. I am very grateful for the support we have received from the local community, who have given us money for the fund and who collected nearly a quarter of the tokens in the Cambridge News for the Cash for the Community scheme. I have been told by the Cambridge News that this level of fund raising was unique in the history of the scheme.

We are looking at new ways of making more use of the new bus, to enable us to qualify for more grants.

Trustees: we welcome a number of new Trustees since the last AGM, particularly Peter Hynes, who runs the OWLS community transport scheme and Corinne Lloyd, who has a wealth of fund-raising expertise and is providing invaluable support for our fundraising campaign.

Retiring Staff: thanks to Simon Shore and Ray Manning, who resigned as our County Councillor in April, and particularly to Mary Baron who has given me a huge amount of support over the past five years as my vice-chairman. I can honestly say that I don't think I could have done this job without her.

Volunteers: the centre would not exist without our dedicated band of volunteers – too many to name, but they range from volunteers helping clients in the centre, cooking and serving refreshments, to volunteer drivers, and those who help with our events and fundraising – thank you to you all.

Treasurer's Report

Financial position and long term trends in income and expenditure

The financial position of the Day Centre remains healthy however we must not be complacent. Whilst there was a surplus of £617 it could easily be turned into a significant loss. Of course lots of voluntary work also keeps the cost down.

We have to be careful now as the Day Centre is now busy raising money for a new minibus as the current vehicle is over 11 years old and coming towards the end of its useful life. We must be careful and ensure that funds are not redirected to the minibus fund and away from the running costs.

The Cambridge County Council contract is now for 3 years which secures income for this period for the year this amounted to £52,832. Just over 1 year has already gone and before too long we will have to start discussion the next contract.

During the year the amount received included Over Parish Council £1500, Willingham Parish Council £600, Bar Hill Parish Council £100, and Over Town Land Trust £2,650. We also received Sustrans £1,000, and Willingham Lunches £730. Finally we cannot forget our donations which came to £3,875. During the year we made £1,032 of Abba night and £991 profit on Carnival.

On the expenditure the food was broadly in line with the previous year reach £14,790. The gas bill went up by £1,100. The minibus repairs amounted to £2,825 during the year compared to £1,741.

During the year we had plans done to bring the atrium into use as it is a dead space. However this will only be started when the minibus is bought and paid for. The cost of doing this was £962.

During the year a new kitchen was installed at a cost of £7,309 this is being depreciated at 25% per year. Also there have been purchases which are being depreciated over a two year period.

Minibus Fund

During the period from 14th February 2014, which was when the minibus fund was launched, the minibus fund stood at £9,557 as at March 2014. Two events were held in the period to 31st March 2014 the quiz night raised £545 and the Bee Gees night raised £1,032. Significant donations in the period were £5,000 from the Whitfield Associates, Mr & Mrs Baker £1,000, Billavincea Lodge £500 and R Woodley £500. Some of this is gift-aided as well as some smaller donations. This will be received in 2014/2015.

Nigel Poulter

11th June 2014

HEAD OF CARE REPORT

The care staff continue to provide a high standard of care to the clients, ensuring they all have a safe environment and have an enjoyable day whilst at the Day Centre. At the Day Centre we continue to offer, foot care, and hair salon, bath/shower facility and a G.P and Nursing services with pharmacy.

Over the last year we have enjoyed many things. We had the Over School Orchestra who came and performed for us. Dr Hewlett makes regular visits to the Day Centre once or twice a month to sing.

A company called the Chestnuts, visited a few times in the year to perform and sing - this was a theatre group who put on a good show. Pauline May the clothing company came, giving the clients the opportunity to buy new items throughout the year.

Our summer trip took place in July, over two days the clients went to the Huntingdon Marina for the day; they went on a boat ride stopping off for a picnic in St Ives on the way; clients have said this is one of our most popular trips. In August, we booked armchair exercises and this was done every two weeks; I thought this would benefit our clients as it can lower the risk of falls. Most clients took part in the exercises. In September we celebrated the Day Centre's 24th Birthday with a party and entertainment. October was the start of our Home help service; we now go out into the community offering support to individuals in their own home, including light duties such as house work, laundry, bed making/changing, food preparation, and shopping.

Our annual Christmas trip took place and clients were taken to Wicksteed park for a Christmas lunch and a show; we take around 35-45 clients to this event. Also in December our Christmas party was held at the Day Centre and clients all enjoyed their meal, the entertainment and the visit by the man in the red suit.

Once a year in January the staff hold a volunteers meal, where all our volunteers come for a 3 course meal all cooked and served by the Over Day Centre staff; this is our thank you to each volunteer for all their help and support over the year. Volunteers play a big role here at the day centre and we couldn't run the day centre without them. In February Clients enjoyed their Valentine's party with a meal, chocolates and love songs sung by Jason Bruce and his daughter. To finish off the year we had our yearly visit from the Japanese students, who came to sing, dance and to show clients arts and crafts from Japan - again this is a popular event.

The Care staff and I look forward to another year.

HEAD OF ADMINISTRATION REPORT

Life at the Day Centre continues as usual. During the year we have been planning to convert unused garden space to make a new interview room. This extra space will be well utilised by staff and clients who wish to talk in private.

Our minibus, Blue Bell, has seen better days and we are planning a replacement vehicle. In February we launched the "Love Your Day Centre" fundraising campaign to raise £65,000 for this project. We hope to receive our new minibus by Christmas 2014.

Our largest fundraising event, the 5 Pub Challenge, continues to attract between 200-300 participants and usually raises around £5000. Also external fundraising events are often organised by local clubs, societies and various organisations in the area. They donate the funds which they have raised. It is amazing how much support we actually receive.

Volunteers play an important part of everyday life at the Centre. We continue to attract new volunteers especially drivers and escorts for the minibus. It is very rewarding work and we are grateful to them for giving up their spare time.

We are looking forward to another successful year supporting the frail and elderly in our community.

**MINUTES OF THE OVER DAY CENTRE ASSOCIATION
ANNUAL GENERAL MEETING
held on Tuesday 24th June 2014 at the Over Day Centre**

**THE OVER DAY CENTRE ASSOCIATION ANNUAL GENERAL MEETING
held on Tuesday 24th June 2014 at 7.30pm at the Over Day Centre**

PRESENT

Shona Johnstone	Chairman
Anne Ninham	Secretary & Ordinary Council Member
Nigel Poulter	Treasurer & Ordinary Council Member
Danny Dews	Ex. Officio Management Committee Member (Head of Care)
Sarah Peck	Ex. Officio Management Committee Member (Head of Administration)
Cynthia Bidwell	Ex. Officio Council Member (P.Cllr)
Pippa Corney	Ex. Officio Council Member (D.Cllr)
Lynda Harford	Ordinary Council member
Corinne Lloyd	Ordinary Council member
Claire Blewett	Ordinary Council Member
Halina Szulakowska	Minute Secretary

Members of the Public

1. APOLOGIES

Apologies were received and accepted from C.Cllr Peter Hudson and Peter Hynes.

2. APPROVAL OF MINUTES OF THE LAST ANNUAL GENERAL MEETING – 25th June 2013

The draft minutes of the meeting held on 25th June 2013 had been circulated prior to this meeting. The minutes were approved and passed as a true record.

- 3.** The AGM continued with presentations of the reports as above from the Chairman, the Treasurer, the Head of Care and the Head of Administration. The following comments were noted:

A member of the public asked how the help in the community scheme was staffed. Danny Dews replied that the scheme was supported by bank staff. Shona Johnstone added that the scheme was not only considered an invaluable service, but helped to maintain the profile of the Over Day Centre locally.

4. APPOINTMENT OF INDEPENDENT EXAMINER

Sarah Rutherford was proposed as the 2014-2015 Independent Examiner by Pippa Corney, seconded by Cynthia Bidwell and accepted unanimously.

5. ELECTION OF COUNCIL

a) Four Ex-Officio Members:

County Councillor	C.Cllr Peter Hudson
District Councillor	D.Cllr Pippa Corney
Over Parish Councillor	P.Cllr Cynthia Bidwell
GP Over Surgery	Dr Susan Gillard

b) Six Ordinary Members:

Nigel Poulter, Claire Blewett, Anne Ninham, Shona Johnstone, Corinne Lloyd. The sixth position will be advertised in due course.

All proposed by Pippa Corney, seconded by Cynthia Bidwell and accepted unanimously.

6. ELECTION OF CO-OPTED PERSONS

Peter Hynes and Lynda Harford were proposed by Pippa Corney, seconded by Cynthia Bidwell and accepted unanimously.

7. PROPOSED CHANGES TO THE CONSITUTION

None.

8. ANY OTHER BUSINESS

a) Shona Johnstone explained that there will be a 25th Celebration of the Day Centre on Saturday 13th of September 2014 when cream teas will be served (alongside other entertainment) to all who have worked or volunteered at the Day Centre, including kind sponsors. The Chair invited everyone present to become involved by attending a meeting on Monday 14th July when planning will begin for the event.

b) Shona Johnstone welcomed all those present, who were involved in the publication of the Over News, calling the village monthly an important local institution.

On behalf of the Over News Janet Garnett then presented the Day Centre with a £1500 cheque for the minibus fund, and was kindly thanked by Shona Johnstone for the generosity of the donation.

9. MEETNG CLOSURE

The meeting closed at 8pm.

Cambridgeshire Police Shrievalty Trust

*To keep older and vulnerable
People safe in their own homes*



Sawtry Police House
76 Fen Lane
Sawtry
Cambridgeshire PE28 5TL
Tel: 01480 413311
Fax: 01487 834030

Email: info@thebobbyscheme.org
www.thebobbyscheme.org

Registered Charity 1074992

February 18th 2015

Dear Sir / Madam,

I sent you a letter in May 2013 explaining about the work of the Cambridgeshire Bobby Scheme and the service it provides to older and vulnerable people in the County. Following the letter, a number of Councils very kindly donated funding to support our work and invited us to attend one of their meetings.

I attach a brief report providing an update of our work in 2014, which I hope will be of interest to you. If you would like a more detailed account of the visits we have made in your parish please do let me know.

As a small local charity we would like to raise our profile as widely as possible so that every resident is made aware of our service and the benefits it can offer them or their relatives. Therefore if any of the villages in your Parish produce a newsletter, magazine, website, or have a notice board, could you please ask the responsible person to include mention of the Bobby Scheme and the work we do. [I attach a copy of our leaflet].

Thank you once again for your continued support.

Yours faithfully,

A handwritten signature in black ink that reads 'Shirley Simpson'.

Shirley Simpson
Trust Manager

TRUSTEES: Judy Pearson DL *Chairman*, Linda Fairbrother *High Sheriff*, Hugh Duberly CBE *Lord Lieutenant*, Penny Walkinshaw, Simon Parr *Chief Constable*, Jane Lewin Smith DL, James Buxton, Victor Lucas,, Richard Barnwell, Richard Pemberton, Niki Howard, Mark Hopkins *Assistant Chief Constable*, Benjamyn Damazer *JP*

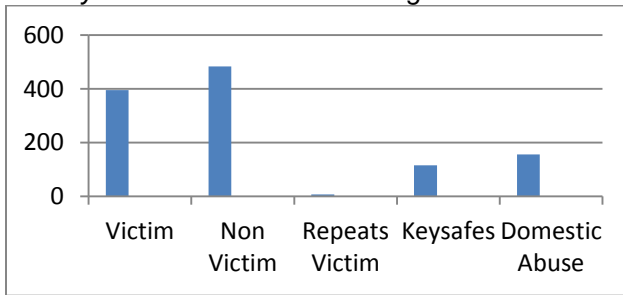
Report on the Cambridgeshire Police Shrievalty Trust 2014

The Trust continues to operate The Cambridgeshire Bobby Scheme, now in its thirteenth year, which has helped in excess of 22,000 older, vulnerable and disabled people who are either the victims of burglary, domestic abuse and other crimes, or who are concerned about home and personal security.

The Scheme operates throughout Cambridgeshire and Peterborough, maintaining an urgent response for victims which has significantly reduced the repeat victimisation rate of the people it has visited. Our repeat victimisation rate is very low. The Scheme is a crime reduction programme and its work helps overcome the shock of crime and restore self - confidence. This enables many older people to live independently for longer than they otherwise might. The Scheme is able to reduce the rate at which elderly and domestic abuse victims of crime believe they are unsafe in their own homes and transfer to institutional or refuge care.

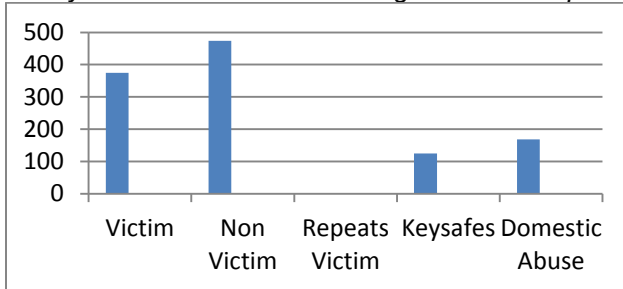
For these reasons, together with the wider crime reduction benefits, the scheme is widely acknowledged to be an effective and beneficial programme. The feedback received from beneficiaries is exceptionally positive.

Bobby Scheme Visits in Cambridgeshire in 2013/14



Victims	395
Non Victims	483
Repeat Victims	5
Keysafes	115
Domestic Abuse Victims	155

Bobby Scheme Visits in Cambridgeshire from April – December 2014



Victims	375
Non Victims	474
Repeat Victims	2
Keysafes	125
Domestic Abuse Victims	168



Sawtry Police House
76 Fen Lane
Sawtry
Cambridgeshire PE28 5TL
Tel: 01480 413311
Fax: 01487 834030

Email: info@thebobbyscheme.org
www.thebobbyscheme.org

Registered Charity 1074992

To raise the awareness and profile of the charity we have given talks to many groups across the county who have requested a visit, as well as attended community events.

As a small charity with four staff, two are part time, funding is a concern and it is continually seeking year on year funding to support its work. For victims the service is free and for non - victims a donation of £25 is requested. However this is waived if there are financial difficulties. It costs the charity on average £125 to work at each home.

Our funding this financial year has come from a wide range of organisations in the form of grants and donations. These have included the Office of the Cambridgeshire Crime Commissioner, Ministry of Justice, Cambridgeshire County Council, Cambridgeshire Fire & Rescue Service, Cambridge City Community Safety Partnership, Fenland Community Safety Partnership, Safer Peterborough Partnership, Huntingdonshire Community Safety Partnership, East Cambridgeshire Community Safety Partnership, Huntingdon Town Council, Godmanchester Town Council, The Pye Foundation, Cambridgeshire Freemasons, Peterborough Freemasons, The Clothworkers Foundation, Central England Co-operative, Whiting & Partners, Parish Councils, Waitrose stores, Police Service Centre staff.

The scheme works with many other agencies and organisations to ensure residents receive the best service possible. It is part of the Community Navigator programme run by Care Network and sends/receives referrals from a wide range of services. From May 2014 it started working in partnership with the Cambridgeshire Fire and Rescue Service and carries out Home Fire Safety checks at every home it visits, installing smoke alarms where necessary.

The Trustees intend that during the coming year, the Bobby Scheme, will continue to help victims over 60 years, domestic abuse victims and non- victims who are disabled or over 65 years. It will also work ever more closely with Cambridgeshire Constabulary and other key organisations to deliver a broad ranging citizen focussed service, meeting the aspirations of both those organisations and the aims of the Trust.

TRUSTEES:

Judy Pearson DL *Chairman*, Linda Fairbrother *High Sheriff*, Hugh Duberly CBE *Lord Lieutenant*,
Penny Walkinshaw, Simon Parr *Chief Constable*, Jane Lewin Smith DL, James Buxton,
Victor Lucas,, Richard Barnwell, Richard Pemberton, Niki Howard,
Mark Hopkins *Assistant Chief Constable*, Benjamyn Damazer *JP*

THE BOBBY



The Cambridgeshire Bobby Scheme is a local charity which provides a service to older or vulnerable people by improving home security to reduce crime and the fear of crime.

- If you've been a victim of burglary and you're **60** or over, you will receive a **free visit**
- If you are **65** and over or disabled and would like a visit from the Bobby Scheme advisors to reduce your chance of becoming a victim, we ask for a minimum donation of **£25** towards our costs
- Key safes supplied and fitted at a cost of **£50 or £80**

If you would like a visit call us on

07866 602100

or

01480 413311

THE BOBBY



The Bobby Scheme works with a number of partner agencies, including the Police, Local Authority and other charities.

The Bobbies fit door chains, window alarms and other security devices to make people feel safer in their own homes again. They also provide security advice and reassurance.

On average, it costs the Bobby Scheme £125 to work at each home, so we ask you to consider making a donation so that we can continue to provide a service.

For information about the scheme or to find out more about how you can support the local charity go to www.thebobbyscheme.org or call us on **01480 413311**.



Creating a safer
Cambridgeshire



Sawtry Police House, 76 Fen Lane, Sawtry,
Cambridgeshire, PE28 5TL

Tel: 01480 413311 • Mob: 07866 602100

Email: info@thebobbyscheme.org

Web: www.thebobbyscheme.org

Cambridgeshire Police Shrievalty Trust is a registered charity 1074992

AGENDA ITEM No. 20

John Vickery

From: Deborah Tomlin <dymsites@gmail.com>
Sent: 11 February 2015 18:13
To: clerk@cambourneparishcouncil.gov.uk
Subject: The green areas in Cambourne

Good Evening

I am contacting you as I own a company that hires out bouncy castle and other activities. Over the last 18 months we have running we have devised inflatable fun days. We come along to village greens, village halls, town centres, parks etc and set up our equipment, we man them and then charge the public to use the equipment for a duration of time. Our Tag line at Discover Your Mojo Ltd is "Making Fun Affordable". This we have managed to do since we started and we have had some great fun days at Hinchinbrooke Park Huntingdon, Soham Rec, soham, Sawston Rec, Sawston, Chatteris Midsummer Festival, Manor Fest Whittlesey, Witchford Playing fields etc. We run these on an unlimited play wristband which they pay £5 per child for and we either make a donation to a local charity or we find some councils charge for the use of public areas as they are considered a commercial enterprise.

We are insured and are equipment is tested and we have in house risk assessments.

So the question is would we be able to use/rent/donate the green on the housing estates in Cambourne to run these fund days during School holidays with the first one possibly being run during the Easter Holidays weather permitting.

awaiting in anticipation

regards

Dear Councillors,

Cambourne Timebank is supported by CHS group (Cambridge Housing Society) and it's a network of people who share time and skills locally. There are 50 people in Cambourne Timebank. Funding for 2015 has been secured from the Greater Cambridge Greater Peterborough Local Enterprise Partnership (LEP). Cambourne Timebank is part of a partnership called Enterprising Communities which comprises CHS group, Cambridgeshire Timebanking Partnership, Illumiate Charity, Fredericks Foundation, Business Connectors and Cambridgeshire County Council. We are working together to deliver employment and skills opportunities for people in Cambridgeshire. Cambourne Timebank can offer advice and mentoring from members on job search skills, CV writing and interview preparation, as well as advice on how to start your own business or grow your existing business.

In 2014 the Cambridgeshire Enterprising Communities partnership supported 5 people to start their own businesses, 49 people became work-ready and 34 people got into work.

Illuminate are offering a Confidence for Change course in Cambridge. This programme includes group training and personal coaching sessions and is specifically for people who have experienced or are experiencing mental health issues including anxiety and depression. Dates are: - Tues 24th Feb, Tues 3rd Mar, Tues 10th Mar, Tues 17th Mar 2015 for group training, discussion and activities.

Fredericks Foundation provide a comprehensive range of business support and microloan funding for start-ups and small businesses. The average loan is £6,000 and the interest rate is 6%, you have to have been refused by a bank or high street lender to be eligible.

CHS training team can offer employment-related coaching to people on Employment Support Allowance (ESA) from the JobCentre and they may help people to tap in to local volunteering and training opportunities as well as employment.

Cambourne Timebank

Not so long ago we all knew our neighbours - we knew who to ask for help from and our neighbours knew us and who to ask for a favour in return. We had time to perhaps give our time for free and expect nothing in return. BUT Life has changed – our friends and family don't always live nearby, we're often too busy with family life or working and it's not easy to ask for help from people we don't know very well, especially if new to an area, or even the country!

What is a Timebank?

Quite simply, it's a FREE sharing of help, skills, knowledge and time in your community – you volunteer your time to other members when it suits you, building up credits in the 'Timebank', and you take out time when you need something in return.

Everyone's time is equal – One hour = One Time Credit

So one member could earn credits by helping a neighbour with their shopping then spend their credits having their garden tidied up. We have even linked up with local community organisations

and businesses to provide links to local services and events, work experience, legal advice and sports activities.

What's in it for members? You make new friends, timebanks build social networks of people who give and receive support from each other, helps to get those niggling jobs done and dusted. By helping others gives pleasure and satisfaction, you may have helped an isolated person and brought them back into the community. It's work you enjoy doing. We can work with you to get bigger jobs done. Timebank has some professional people willing to pass on their skills and voluntary work is recognised and looks good on a CV.

Cambourne Parish Councillors may like to join as individuals or they may know of people that they think would benefit from the timebank.

Proposal: Cambourne Parish Council could join the Timebank as a community member; this would mean that people who volunteer for the Parish Council as litter pickers and who are members of the timebank could earn time credits. This would be a free reward that the Council could offer volunteers and it could encourage the volunteers to make new friends locally by doing exchanges or getting involved in activities. It wouldn't cost the Council anything. Another option is for the Council to offer free room hire to the Timebank in exchange for volunteering hours from timebank members.

Get in touch with Laura for more information, or see us at a local event

Laura Papanikolaou, Timebank Co-Ordinator, CHS Group 07540 122624, lpap@chsgroup.prg.uk

