TAVISTOCK AREA SUPPORT SERVICES ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

A9VN55DV 07/01/2021 COMPANIES HOUSE

LEGAL AND ADMINISTRATIVE INFORMATION.

Trustees

Mrs V Dodds

Mrs G Reed Mrs J Gasper

Ms A Bessant

(Appointed 18 March

2020)

Ms D A Holland

(Appointed 5 June 2019)

Secretary

Mrs V Dodds

Charity number

1129175

Company number

06779873

Registered office

The Anchorage Centre

Chapel Street Tavistock Devon PL19 8AG

Independent examiner

Azets Audit Services 20 Western Road Launceston

Cornwall PL15 7BA

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and financial statements for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

The Object of the Charity is to promote the welfare of older and disabled people living within the town of Tavistock and neighboring parishes.

In furtherance of these Objectives we aim:

To provide welfare services for those with a social or financial need.

To provide activities, social events, advice and information in appropriate locations within the "area of benefit".

To provide community transport for people with physical disabilities or restricted mobility to enable access to the community.

To provide community transport services for those living in isolated areas to enable social inclusion and access to the community.

Achievements and performance

Tavistock Area Support Services continues to be a local flag ship supporting the older and disabled residents of Tavistock and the surrounding areas with the Anchorage Centre in Tavistock continuing to be the hub of the Charity's activities. We continue to evolve to meet the ever-increasing demands placed upon our services in delivering services to our clients and we remain one of the only 'open front desks' for people to access providing support. Our face to face befriending service with one to one support, assistance with form filling and information services has continued to be in demand over the year as has Social Prescribing which provides support to those who have become socially isolated and are referred by local doctors' surgeries and Livewell. The recording of the life stories of members of our community continues.

We continue to work closely with other agencies, building links with voluntary, private and statutory providers in the provision of services for older people and those with disabilities in our locality. Our link with Devon County Council through Adult and Community and Transport Co-ordination Services, Livewell, as well as the Clinical Commission Group enable us to build on existing services. We continue to develop new initiatives to support people to remain living in their own homes and communities. Though numbers have declined our outreach centres offer a wide range of activities, thereby enhancing the lives of the people who access them.

Our volunteer community car scheme taking clients to medical appointments continues to thrive and we have again seen an increase in demand. The mobility hire scheme allows people to get out and about continues to be popular. Our single wheelchair accessible vehicle enables many clients to attend their medical appointments. The four wheelchair accessible minibuses cover thousands of miles each year to support member groups who use them as well as the frequent trips we organise for Sunday lunches and visits to local places of interest. These transport services are supported by volunteers, who give their time so willingly, without them we could not give so many of our clients the opportunity to access activities and interests.

Our retail outlets in the town centre, which provides funds for the charity, have experienced change in the year. TASSBAR had to close in the early summer due to a sewage leak which contaminated the stock. The Charity Shop in the perimeter of the Pannier Market was proving a little small and when the "Spiral Staircase" in Market Street became available it was decided to amalgamate both shops into these larger premises, we are grateful to Tavistock Town Council for their support. Rest a While, which is supported by Designated Fund and Tavistock Town Council, continues to operate within the perimeter of the Pannier Market; it is popular and well supported.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Funding and support continues from various sources including Private Donors, TSB, Devon County Council, West Devon CVS and Westbank Community Health & Care.

The number of people accessing our services continues to increase. Our core of volunteers give their time so willingly and are dedicated to making a difference to peoples' lives. Without their commitment TASS would be unable to operate such a wide range of services, they are the unsung heroes of our community. Our staff are dedicated professionals who give so much to the charity.

The Charity was hugely impacted by the Governments "lockdown" in March, due to the coronavirus when the Anchorage Centre, outreach centres and the retail outlets had to close. The befriending/outreach service, which is externally funded, continued to run a limited Covid secure service and all other staff were furloughed.

Financial review

The Trustees consider that due to the uncertain nature of their grant funding the charity should endeavor to maintain reserves sufficient to cover at least 12 months of anticipated expenditure. Sufficient provision is also required for capital replacements and maintenance of the Anchorage Centre.

Structure, governance and management

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

New Trustees with the required skill set are co-opted after interview and discussion with the members of the Board. Trustees stand for re-election annually at the AGM.

Mrs V Dodds

Ms V Swann

(Resigned 3 February 2020)

Mrs G Reed

Mrs J Gasper

Mr J Pike Ms A Bessant (Resigned 26 May 2020)

(Appointed 18 March 2020)

Ms D A Holland (Appointed 5 June 2019)

Tavistock Area Support Services was established by Memorandum and Articles of Association dated 24 December 2008, Registered Company No. 06779873 and is a registered Charity No 1129175. Its address is The Anchorage Centre, Chapel Street, Tavistock, Devon, PL19 8AG.

As the main provider of support for older and disabled people living in our area, we continue to work closely with members of the local community. We value partnership working and as a local charity we work closely with Devon County Council Adult and Community Services and Transport Co-ordination Services, The Clinical Commissioning Group, West Devon CVS - Tavistock Area Wellbeing, Tavistock Locals Help, Yelvercare, the Fire Brigade and the Police as well as other statutory, private and voluntary sector organizations in providing a complete service for older and disabled people living in Tavistock and surrounding areas. We are used as a referral point by Health and Social Services, local GP's, Hospitals and other voluntary sector groups - we are a "Community Hub" making a difference to the lives of others. As part of this partnership TASS is the Voluntary Sector Representative on the Tavistock Community Health & Social Care Teams; a partner organization of the Citizens Advice Bureau; a member of the Devon Community Transport Group.

The trustees' report was approved by the Board of Trustees.

Mrs G Reed

Trustee Dated: 1211120

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF TAVISTOCK AREA SUPPORT SERVICES

I report to the trustees on my examination of the financial statements of Tavistock Area Support Services (the charity) for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Ben Sharland ACA ATT

Azets Audit Services 20 Western Road Cornwall PL15 7BA

Dated: 04/01/2021

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted	Restricted	Total	Total
	Notes	funds £	funds £	2020 £	2019 £
Income from:	Notes	2	~	_	~
Donations and legacies	2	38,872	35,096	73,968	140,162
Charitable activities					
TASS activities income		21,059	-	21,059	21,687
Transport income		20,443	-	20,443	22,774
Other trading activities	3	55,952	-	55,952	69,696
Investments	4	3,689		3,689	3,500
Total income		140,015	35,096	175,111	257,819
Expenditure on:	_	40.000		40.000	57.000
Raising funds	5	49,369	239	49,608	57,969 ———
Charitable activities					
TASS activities expenses	6	65,302	23,102	88,404	80,758
Transport expenses	6	11,478	21,947	33,425	29,701
Other	6	37,455	3,411	40,866	64,246
Total charitable expenditure		114,235	48,460	162,695	174,705
Total resources expended		163,604	48,699	212,303	232,674
					-
Net gains/(losses) on investments	10	(2,507)	-	(2,507)	(139)
Net (expenditure)/income for the year/					
Net movement in funds		(26,096)	(13,603)	(39,699)	25,006
Fund balances at 1 April 2019		272,279	389,299	661,578	636,573
Fund balances at 31 March 2020		246,183	375,696	621,879	661,579
					====

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BALANCE SHEET AS AT 31 MARCH 2020

		202	20	201	9
	Notes	£	£	£	£
Fixed assets				,	
Tangible assets	11		375,776		392,603
Current assets					
Debtors	12	3,419		5,791	
Investments	13	93,496		96,442	
Cash at bank and in hand		155,080		179,736	
		 251,995		281,969	
Creditors: amounts falling due within		**		·	
one year	14	(5,892)		(12,993)	,
Net current assets			246,103		268,976
Total assets less current liabilities			621,879		661,579
Total assets less current habilities			=====		
Income funds					
Restricted funds			375,696		389,300
Unrestricted funds		,			
Designated funds	17	60,348		164,491	
General unrestricted funds		185,835		107,788	
			246,183	<u></u>	272,279
			621,879		661,579

BALANCE SHEET (CONTINUED)

AS AT 31 MARCH 2020

	2020		2019	
Notes	£	£	£	£

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on12.111.20

Mrs G Reed

Trustee

istee Trustee

Company Registration No. 06779873

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Charity information

Tavistock Area Support Services is a private company limited by guarantee incorporated in England and Wales. The registered office is The Anchorage Centre, Chapel Street, Tavistock, Devon, PL19 8AG.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest \pounds .

The financial statements have been prepared under the historical cost convention.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Anchorage Centre 1% on cost (excluding land)
Leasehold improvements Straight line over 15 years
Plant and equipment 25% on reducing balance
Fixtures and fittings 25% on reducing balance
Motor vehicles 25% on reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Accounting policies 1

(Continued)

2020

2019

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

1.7 Leases

Rentals payable under operating leases are charged on a straight line basis over the term of the relevant lease.

2 **Donations and legacies**

2020 £	2020 £	2019 £
35,096 	15,183 23,689 35,096	20,007 100,000 20,155
35,096 ———— 22,155	73,968	140,162 ———— 140,162 ———

Other trading activities

	£	£
Rest A While income	11,269	9,674
TASSBAR income	5,226	14,444
Shop income	27,648	27,208
Administration and room hire income	11,809	18,370
Other trading activities	55,952	69,696
	-	···

Investments		
	2020	2019
	£	£
Investment income	3,689	3,500

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

5	. Raising funds			•	
		Unrestricted funds	Restricted funds	Total 2020	Total 2019
		£	£	£	£
	Fundraising and publicity				
	Staff costs	-	-	-	7,000
	Fundraising and publicity		• -	-	7,000
	<u>Trading costs</u>	•			
	Transport services	-	-	-	-
	Shop expenses	23,407	-	23,407	17,660
	TASSBAR expenses	11,645	-	11,645	13,609
	Rest A While expenses	12,601	-	12,601	16,134
	Staff costs	-	-	-	1,500
	Depreciation and impairment	1,716	239	1,955	2,066
	Trading costs	49,369	239	49,608	50,969
		49,369	239	49,608	57,969
	For the year ended 31 March 2019				
	Fundraising and publicity	7,000	_		7,000
	Trading costs	50,651	318		50,969
		57,651	318		57,969
					-

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

6 Charitable activities

	TASS activities expenses	Transport expenses	Other	Total 2020	Total 2019
	£	£	£	£	£
Staff costs	78,291	1,296	_	79,587	77,160
Repairs and renewals	- -	· <u>-</u>	-	•	963
Charitable activities	6,494	-	-	6,494	5,169
Transport	-	32,129	-	32,129	27,167
Administration	1,462	-	-	1,462	-
Utilities	2,157	-	-	2,157	-
	88,404	33,425	-	121,829	110,459
Share of support costs (see note 7)	-	-	32,823	32,823	57,381
Share of governance costs (see note 7)	-	-	8,043	8,043	6,865
	88,404	33,425	40,866	162,695	174,705
Analysis by fund					
Unrestricted funds	65,302	11,478	37,455	114,235	
Restricted funds	23,102	21,947	3,411	48,460	
	88,404	33,425	40,866	162,695	
For the year ended 31 March 2019					
Unrestricted funds	60,748	11,572	60,719		133,039
Restricted funds	20,010	18,129	3,527	1	41,666
	80,758	29,701	64,246	•	174,705
					

Restricted Funds expenditure from TASS activities totalling £23,102 is as follows:

- Staff Costs £17,394
- Charitable Activities £ 2,089
- Administration £ 1,462
- Utilities £ 2,157

Restricted Funds expenditure for Transport totalling £21,947 is as follows:

- Staff Costs £ 1,296 - Depreciation £ 20,651

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

7	Support costs				
	• •	Support Go	vernance	2020	2019
	•	costs	costs		
	• •	£	£	£	£
	Staff costs	-	-	-	10,000
	Depreciation	4,170	-	4,170	4,539
	Administrative expenses	28,653	-	28,653	42,842
	Audit fees	_	2,200	2,200	2,960
	Legal and professional	-	5,843	5,843	3,905
		32,823	8,043	40,866	64,246
			====		
	Analysed between				
	Charitable activities	32,823	8,043	40,866	64,246
			====		

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	<u> 8</u>	. 7
Employment costs	2020 £	2019 £
Wages and salaries	95,579 ———	95,660 ———

No employees received emoluments in excess of £60,000.

10 Net gains/(losses) on investments

	Unrestricted funds	Total
	2020 £	2019 £
Gain/(loss) on sale of investments	(2,507)	(139) ———

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

		*					
11	Tangible fixed assets						
		Anchorage Centre im	e Leasehold Plan e improvements equip				Total
		£	£	£	£	£	£
	Cost						
	At 1 April 2019	386,348	9,425	50,183	9,614	155,809	611,379
	Additions	•	-	993	-	· -	993
	At 31 March 2020	386,348	9,425	51,176	9,614	155,809	612,372
	Depreciation and impairment						
	At 1 April 2019	56,808	1,885	46,137	6,444	107,501	218,775
	Depreciation charged in the year	3,063	628	1,260	793	12,077	17,821
	At 31 March 2020	59,871	2,513	47,397	7,237	119,578	236,596
	Carrying amount						
	At 31 March 2020	326,477	6,912	3,779	2,377	36,231	375,776 .
	At 31 March 2019	329,540	7,540	4,046	3,169	48,308	392,603

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

11	Tangible fixed assets					(0	Continued)	
	Included in cost of land and buildings is freehold land of £80,000 which is not depreciated.							
12	Debtors					2020	2040	
	Amounts falling due w	vithin one year:				2020 £	2019 £	
	Other debtors Prepayments and accru	led income				2,558 861	4,385 1,406	
						3,419	5,791	
13	Current asset investm	ents						
13	ourrent asset investin	·				2020 £	2019 £	
	Investments					93,496	96,442	
14	Creditors: amounts fa	lling due within	one year			2020 £	2019 £	
	Trade creditors Accruals and deferred in	ncome ·				3,187 2,705	10,243 2,750	
		•	·			5,892	12,993	
15	Analysis of net assets	between funds				•		
	•	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	
	Fund balances at 31 March 2020 are represented by:	_	~ .	_	~	~.	~	
	Tangible assets Current assets/	12,452	363,324	375,776	392,603	-	392,603	
	(liabilities)	233,731	12,372	246,103	268,976	-	268,976	
		246,183	375,696	621,879	661,579	, <u>-</u>	661,579	

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

16 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2020 £	2019 £
Within one year	20,100	15,399
Between two and five years	33,917	-
	54,017	15,399

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

Movement in funds

Balance at 1 April 2019	Incoming resources	Resources expended	Gains & losses on investment	Balance at 31 March 2020	
£	£	£	£	£	
164,491	-	(101,198)	(2,945)	60,348	
164,491	-	(101,198)	(2,945)	60,348	
					

In 2014 the Trustees voted unanimously to designate funds to provide a facility within the town centre of Tavistock when the opportunity arose. It was agreed 'Rest A While' would be subsidised for the first 3 years by the designated fund. Furthermore the trustees voted unanimously to continue financially support the project on a rolling one-year basis. Within the year ended 31st March 2020, a net loss of £1,198 was incurred in relation to the facility 'Rest A While'.

It was agreed that legacy donations of £100,000 received in the previous year should be undesignated as the monies were received with no restrictions attached and this was required for the day to day running of TASS.

There was also a loss on investment totalling £2,945.

As at 31st March 2020 the designated fund stood at £60,348.

18 Related party transactions

There are no related party transactions.