То	Willingham Parish Council
From	The Trustees of Over Day Centre
Purpose	To ask the Parish Council to consider making an annual or one-off grant to help support the Centre

Introduction

The Over Day Centre was originally funded by the County Council and local fund raising. It was built on land owned by South Cambridgeshire District Council next to a doctor's surgery and some sheltered housing. The land is rent free and the Day Centre is operated by a registered charity run by a group of committed trustees.

The Day Centre provides day care for up to 28 clients a day (Monday to Friday) and also a Saturday lunch session once per month.

It has its own minibus with a tail lift which it uses to collect clients each day from Over, Swavesey, Longstanton, Willingham and Bar Hill. Clients from a further 10 villages are brought by their family/carer, taxi, community car scheme or Cambridgeshire social services transport.

Morning tea/coffee and biscuits, a two course home cooked lunch and afternoon tea/coffee with cake are provided.

We have a specially adapted bath which clients can use, as well as a chiropody service, both of which are essential in helping to maintain clients' health and we can arrange the collection of prescriptions. We also have an on-site hairdresser (additional cost).

Apart from music and conversation, activities are organised which include:

- Bingo
- Chair based exercise to aid mobility and help core strength
- Sing-alongs
- Visiting entertainers
- Celebrations of anniversaries and traditional festivities, e.g. Valentine's Day, Halloween, Easter and Harvest
- Mini-church services

Financial Position

Up until 2015/16 the County Council contract provided significant funding to the Day Centre, but due to their own budget problems, this has reduced dramatically despite them recognising the crucial importance of day care facilities:

County Council Funding 2015/16 £53k 2016/17 £43k

2017/18 £13k

There is no guarantee of any County Council funding after 2018/19.

The following Table shows the Centre's budget for 2017/18:

	THE RESERVE TO SERVE THE PERSON NAMED IN	
EXPENDITURE	£000	
Employees	101	
Client Food and activities	17	
Transport	15	
Office and Premises costs	21	
Total Cost	154	Funded by
INCOME		
County Council	13	8%
Client Charges	102	66%
Interest	1	1%
OPERATIONAL LOSS	38	25%
Other Funding		
Fund Raising	11	7%
Grants and Donations	6	4%
Deficit after Other Funding	21	14%
Deficit met from Reserves	21	

We have drawn on our Reserves because we felt it was so important only to raise client fees on a gradual basis, as most of our clients have limited income. Clearly this is not sustainable.

We have already had to increase the client fees well above inflation as the County Council funding has fallen. They now stand at £17 per day but we would have to put them up by a further 20% (to over £20 per day) to break even with this year's current County funding, and 33% (to nearly £23 per day) if/when County funding falls to nil.

We work hard to raise money but if current levels of fund raising, grants and donations fall then charges would have to increase even more.

The carers of our clients, are often elderly themselves, and to enable them to cope a number of our clients attend several times per week, making the impact of any price increase very significant.

Importance of the Day Centre

The Day Centre continues to provide a truly critical life-line for its clients - either by removing their social isolation or by allowing them to continue to live in their own homes by providing regular relief to their family carers. A significant proportion of those attending have physical or mental health issues. Because of this, we are one of the few Day Centres in the County that has qualified paid carers, rather than volunteers, and are therefore approved by the County Council to accept clients with higher levels of need than most other day centres. We are, however, very grateful for the many volunteers who support us though such as helping with meals and refreshments, escorts on the minibus, fundraising, entertainments etc.

As Trustees we are doing everything we possibly can to keep the daily charge at an affordable level.

Please have a look at the case studies and quotes in our Annual Report to get a greater feel for the difference we make to people's lives.

The Future

We are aware of unmet demand for facilities such as ours and we would like to expand but this would need an extension to the building. We also also looking at how best to extend our support into the community more directly, rather than clients always attending the Day Centre. However, this depends on us first achieving a balanced budget and then ensuring that sufficient specific grants were available to ensure we can still break even in the future.

Please can you help?

We put a great deal of effort into fundraising with some success and we have also made savings where possible.

Over Parish Council has kindly given us an annual grant for a number of years and we sometimes get specific grants from the Over Lands Trust but only 25% of the client days are taken by Over residents.

It is our mission to keep the daily charge affordable that has led to this approach to the other Parish Councils where a significant proportion of our clients live.

Approximately 21% of the client days are from clients living in Willingham.

Please will you consider including a grant to the Centre when you set your precept for 2018/19 and future years.

Over Day Centre



2017 ANNUAL REPORT

1 Drings Close, Over, Cambridge, CB24 5NZ. 01954 231807 care@overdaycentre.co.uk www.overdaycentre.co.uk facebook.com/overdaycentre

twitter.com/overdaycentre



Over Day Centre

AN INTRODUCTION

Over Day Centre Association is an unincorporated charity registered with the Charity Commission of England under Registration No. 800829 at the following address: 1 Dring's Close, Over, CB24 5NZ.

The aim of the Centre is to promote and maintain the quality of life for older people through social contact, recreational/informative activities, and qualified care five days a week (Monday to Friday). Serving a larger population than just the village in which it is situated, the Centre provides Tier 3 Care, meaning that the staff are paid professionals who are trained in a variety of care areas e.g. Alzheimers, Diabetes, and the administration of prescribed medication to Clients.

Trustees elected at the 2017 Annual General Meeting are:

EX-OFFICIO MEMBERS

Peter Hudson County Council Representative
Pippa Corney District Council Representative
Steve Couper Parish Council Representative

ORDINARY MEMBERS:

Lynda Harford Chairman
Shona Johnstone Vice Chairman
Nigel Poulter Treasurer
Vicki Uttridge Secretary
Sally Hunt Lead Fundraiser

EX-OFFICIO STAFF MEMBERS:

Hayley Smith Centre Manager
Graham Waters

GOVERNANCE

The Board of Trustees is responsible for Day Centre governance and strategic direction, working with the Centre Manager and staff, to provide Clients with the best care service possible. The Centre has a full set of policies and procedures which management, staff and volunteers are required to follow. They incorporate the legal requirements of organisations looking after vulnerable adults, as well as the aims and objectives of the Day Centre.

OPERATIONAL MANAGEMENT

The charity has a centre manager, a senior carer, five care assistants, a minibus driver, two cooks, a parttime administrator, and about seventy dedicated volunteers. These volunteers perform a wide variety of valuable roles at the Day Centre including: escorting on the minibus, fundraising, entertaining clients, washing up and preparing afternoon tea.

Over Day Centre

AIMS AND SERVICES

On September 2nd 1989 the Day Centre was opened as a meeting place for older residents in the village of Over. Twenty-eight years on and the temporary portakabin is now a purpose-built care facility with qualified staff providing a safe, friendly environment for residents from <u>fifteen South Cambridgeshire villages</u>; Willingham, Swavesey, Bar Hill, and Over accounting for the largest percentage of Clients. The Centre's current premises are part of a development by South Cambridgeshire District Council which includes the local doctors' surgery, a pharmacy and a sheltered housing scheme that is managed by the District Council. Over Day Centre has been granted a 999 year lease on the building at a peppercorn rent.

The Centre can accommodate 28 clients at any one time, and currently serves 53 who attend between one and five days each week. Most Clients attend full days but morning or afternoon sessions are also available with the inclusion of the two-course lunch. Additionally, the Centre opens one Saturday a month. Although this session does not offer personal care, it is a much used wellbeing service designed to attract a wider range of people who may not currently need more than a place to meet and make friends, but who will be familiar with the Day Centre should their needs change.



Little could Dr. Pamela Cressey have imagined the difference that her pipedream - begun with a portakabin and a handful of enthusiastic volunteers - would make to the quality of life for so many people for so many years!

The service offered by the Centre not only supports the Client but gives respite to their carer: most often the wife, husband, son, daughter or other family member. Caring for someone can be both mentally and physically challenging. Over Day Centre allows carers the space to 'breathe', take stock of the situation, and to care for themselves. It can also be an important factor in postponing the difficult decision of when/if to consider residential care.

"Pve been coming to the Day Centre for seven years and have enjoyed every minute of it! When I'm here my family doesn't need to worry, because they know that I'm sale,"



OLIVE - WILLINGHAM

Clients are charged a reasonable fee that provides, amongst other things, morning refreshments, a freshly cooked two-course midday meal and afternoon tea. Menus are varied and planned carefully to ensure the right nutritional balance. (The trained cooks also cater to any special dietary requirements on an individual basis). Facilities available for clients by arrangement include; hairdressing, foot care, and a carer-assisted bathing service using a special bath for those with mobility problems.



Morning and afternoon activities include: quizzes, chair based exercises, active games, singing, crafts, themed talks, raffles, bingo, table top games such as scrabble and dominoes, and short services held by the Vicar of St. Mary's Church, Over and the Pastor of the Baptist Chapel, Over. There are three seasonal fayres at autumn, Christmas and Easter. Themed days are also a feature, often with a corresponding menu for occasions such as Valentine's Day, Halloween, Burn's Night, St. Patrick's Day and the Queen's birthday.

Client birthdays are always celebrated with the giving of a card, the sharing of a cake, and a rendition of 'Happy Birthday to You'.

Musical events are always popular, especially with Clients suffering with some form of dementia. Ian Nye holds regular music therapy sessions, encouraging Clients to sing along to the Centre piano and join in with a variety of percussion instruments. Dr. Gordon Hewlett is a popular visitor with his violin, as is the Orchestra of Over Primary School, and local jazz band Freddie and Friends, who helped Clients celebrate this year's 28th Anniversary of the Centre in New Orleans style. There have also been new visitors to the Centre, such as the Rocking Ukuleles of St. Ives, and solo singer, Jacqui Raven.



Possibly our youngest guests (and dare I say some our most popular) are preschoolers from Over village who visit with their qualified childminders on a 'playdate' designed for all ages! The Centre is then filled with the sound of nursery rhymes, story-telling, and hand-clapping, set to the sound of giggles (Clients and staff included). Everyone, without exception, joins in the fun and our heartfelt thanks need to go to Jeanette Fenn, Sharon Stevens, Wendy Cotton, Clare Clarke & Chell Haizel for making our new friendships possible.

Two annual outings have become firm Client favourites. Every summer the Ladybird Boat Trust takes Clients on a 3.5hr riverboat trip along the Great Ouse. Beginning and ending at Hartford Marina, Clients travel the waterways around St. Ives with a picnic being served onboard the covered boat by Centre staff. In December there is an outing to Wicksteed Park for a festive lunch followed by a cabaret.

The Day Centre has its own minibus equipped with a tail lift for wheelchair users. (Floor tracking also allows for clients to remain in their wheelchairs whilst travelling). The minibus is currently used to pick up clients from Bar Hill, Longstanton, Over, Swavesey and Willingham. Other clients are brought to the Day Centre by taxi, Social Services minibus or their own relatives/carers.



The following table presents the current number of Clients using the Centre. The first column shows how many people attend from each village, whilst the third illustrates the frequency of attendance (by the Clients as a group) as a percentage of the weekly spaces available:

4	Bar Hill	12.7%
1	Comberton	0.7%
2	Cottenham	1.5%
3	Girton	6.0%
1	Greater Cambourne	3.7%
3	Histon	5.2%
1	Impington	0.7%
2	Longstanton	2.2%
1	Milton	0.7%
3	Oakington	4.5%
12	Over	24.5%
2	Rampton	1.5%
6	Swavesey	12.5%
1	Waterbeach	2.2%
11	Willingham	21.1%
53	and immunications and the second seco	100.0%

In as much as the Centre is about care work within the community, it is also about friendship, fun and social interaction. For this reason, dotted throughout the report, are quotations taken from Clients when they have spoken about Over Day Centre and what it means to them!



What the Centre means to Clients & their families

CASE STUDY - ANNE MCCABE BY DAUGHTER, VICKI UTTRIDGE

My Mother, Anne McCabe has attended the Over Day Centre for over 12 years. She started coming from a young age (in her 50's) and it is fair to say, at the time wasn't that keen to attend. Her reasons: -1) she wasn't from Over & 2) she wasn't old!

Mum has a rare neurological condition (lifelong) My Stepfather (Kit) took early retirement to care for her in 1996. Now, due to her age (69) her condition sits under the 'dementia' umbrella – her cognitive processing, speech and mobility are dramatically affected.



We originally encouraged Mum to attend the day Centre to give Kit some time to himself – this decision came about in 2004 after a particularly traumatic 'respite stay' experience for Mum which therefore had a knock on effect on Kit – he had just been diagnosed with chronic emphysema. At that time the two day/week attendance for Mum gave my stepfather time to just do whatever he wished without the worry of keeping an eye on Mum – it also started the seeds of Mum 'socialising' on her own - This was invaluable to them both.

When Kit passed in February 2011, we moved Mum to live with me and my husband. As you can imagine, this was very hard for her — not only had she lost her lifelong partner but she really wasn't happy to have her daughter caring for her or in her words "telling her what to do!"

Both my husband and I worked full time and it was clear that Mum needed additional company and stimulation – this is where her attendance at The Day Centre came into its own.

We increased her attendance over a short period of time, finally to 5 days/week and within ómonths or so we started to see a vast improvement in Mum's ability to interact, articulate and mobilise. Instead of her silently sitting, staring at the TV, we saw that she would come home from the Day Centre and be excited to tell us who she had seen, what she had done that day. She still couldn't remember what she had for lunch but would tease my husband saying she had rice pudding for dessert (his favourite)

In 2014, Mum fell and broke both hips – the nursing staff on ward D8 were sure she wouldn't walk again – Mum's 'silent articulation' made it difficult for the nursing staff to understand her needs. Once she was home, the Day Centre played a big part in her recuperation and throughout the year we built her attendance back up to 5 days a week.

Late in 2015, Mum contracted sepsis and was admitted to Addenbrookes for 5months where she was lucky enough to rehabilitate on the Lewin Stroke Unit – The infection dramatically affected her cognitive processes and her mobility. The Neurological team advised she needed 24hour care and in March 2016 she was admitted to Etheldred Nursing Home in Histon. As you can Imagine, this has been a very difficult time for both Mum and our family. We have spent the last months working with her to her settle/adjust to her new way of life – initially (understandably) she was very unhappy – refusing to articulate and let the nurses help her.

"Brilliant! I can't think of anything better to say.

I look forward to my Tuesdays and Fridays here.

It's the only time I get to socialise."



DOT - MILTON

A big part of her recuperation has been her physio programme where we explained to her that as soon as she was strong enough, she would be able to start going back to the Day Centre. Giving her this goal to work towards, really helped and now, 3months on we have introduced her back to The Day Centre. She attends 3 days a week and all of the nursing staff at Etheldred have noticed how much more happy/interactive/mobile she is. She is more relaxed about allowing the staff to help her and is always eager to tell them about what she has done with 'her friends' at the Day Centre.

When we were told that Mum wasn't able to come back home, I made a decision to take early retirement from a job that I loved. For the past 5 years, I had held a Managing Directorship position for a medium sized company (circa £25M T/O) based in London/Northampton. My organisation, a wholesale company (Sequel), employed 50 staff in the UK (and 50 overseas) and I was very proud of the role I played in building this business in the UK and most importantly, having the chance to grow and develop a fantastic team of people.

My rationale for my decision was that I didn't want to manage spending valuable time with Mum around my commute or just on the weekends when we have additional family commitments. As you can imagine, it

was not an easy decision and thankfully, my husband was very supportive — when Mum moved to Etheldred, I finished with Sequel.

My company, Sequel, has a strong philanthropic arm. Over the last 10 years we have raised just shy of US\$10M for our worldwide charities of choice - all done by a focused (and at times enthusiastic) team of willing individuals. Our biggest saying was always — it's not just about the \$\$, time/effort must always play a part. All of my team, throughout the year would volunteer in some way to help our charities of choice. So, when I finished working, I knew the one thing I wanted to do was volunteer at the Day Centre.

"A place of friendship and caring.
Everyone is so helpful.
It's a godsend, especially since my husband died!

A place of refuge!"



ROSINA - OVER

What happens at Over Day Centre changes lives — not only for the clients but their families as well. For sure, my husband and I would not have been able to care for Mum as well as we did without her having attended the Day Centre, where she feels independent and valued. Throughout all of her stays in Addenbrookes — all the staff (all levels) comment on how well she does because of the part Over Day Centre plays in her life. Without the Day Centre, my Mum would be left to sit at home, in front of the TV and slowly decline. Yes, she will decline due to age, but her chances of a stimulated, fulfilled existence are more likely by her attending the Day Centre.

I approached the Day Centre team to ask if I could volunteer, and now I am very proud to help (most weeks) in the kitchen supporting the catering team and washing up as necessary. At this time, I was also asked if I would be interested in joining the Board of Trustees in the capacity of a voice from a carer's point of view — which I was very happy (and humbled) to accept.

Chairman's Report

LYNDA HARFORD

The last year has been a year of change for the Day Centre.

Following 7 years of service as Chairman, Shona Johnstone stood down at the end of last year. The Day Centre is indebted to her for both this commitment and for continuing to serve as a Trustee. During the year we also saw the resignation of Joanne Goodall as Secretary and Claire Blewett as Vice-Chairman and I should like to record my thanks on behalf of the Trustees to both for their service. We have still to appoint to those vacant positions and indeed to the overall 3 vacancies that we currently have on the board of Trustees. Very sadly in recent days we have learned of the death of our General Practitioner Trustee, Dr Susan Gillard. The thoughts of all the Trustees are with her friends and family at this sad time.

"I come for the company and someone to talk to.

People are friendly.

Also for the food: cooked lunches are really good."



ROY - OVER

This year also saw the resignation of Sarah Carr from her position as Day Centre Manager and, on behalf of the Trustees, I offer her our best wishes for the future. Our congratulations go to Hayley Smith who was promoted to the position of Day Centre Manager. This promotion from her previous position as Head of Care supports the Trustees' decision to concentrate the Day Centre's resources on its core services following the 75% reduction in funding that it had been receiving from Cambridgeshire County Council. Having secured a 3 months' stay of execution, finally in January this year, the greatly reduced level of funding took effect.

Such changes though have not deterred Hayley, her team and the remaining Trustees from continuing their energetic efforts in support of the Day Centre which continues in popularity. I would like to thank Hayley and all our staff for their commitment both to caring for our clients and helping to promote the services that the Day Centre offers and the local community for their continuing support. There has been a really great sense of team working to overcome challenges this year and everyone deserves my thanks but I should like particularly to mention Nigel Poulter for taking on the payroll administration, Vicki Uttridge for the work she has done in restructuring the administration processes, Sally Hunt for her work on marketing, Halina Szulakowska, our IT whizz and Shona Johnstone for her support for a fledgling Chairman. I am extremely proud of Over Day Centre and the service that it provides for residents of Over and many other South Cambridgeshire villages and will continue to support it as much as I possibly can. I recommend to anyone reading this report who thinks they might want to invest time in a worthwhile cause, to consider applying for one of the vacant Trustee roles.

Treasurer's Report

NIGEL POULTER

Financial position and long term trends in income and expenditure

In the year to March 2017 there was a profit made up of the following:-

Gain on investment (Unrealised) Sponsored Walk Loss for the year	£15,438.51 £ 5,905.76 £(1,857.43)
The income included :-	
Over Parish Council	£3,000.00
Willingham Parish Council	£1,750.00
Galon's Charity	£1,000.00
Over Town Land Trust	£3,650.00
Over Carnival BBQ	£ 994.71
Xmas Fair	£1,449.50
Donations	£1,986.67

Interest on Investment (Epworth)	£	706.42
Interest on Cambridge Building Society	£	449.75
Interest on Barclays Accounts	£	13.17

The legacy has been invested in unit trusts as this brings in more interest than the bank but it carries a risk as it can go up or down.

The Chairs Fund has now been spent.

As expected the grant that was at £53,000 was reduced to £13,208 with effect from January 2017. Fees received have increased to £82,870 in the year to March and this is partly due to an increase in people coming.

Currently the Centre costs about £2,900 per week.

This is made up of :-

Wages	£97,133 (64%)
Food cost	£13,465 (9%)
Gas and electricity	£ 6,007 (4%)
Diesel, repair and insurance for minibus	£ 6,728 (4%)
Training costs	£ 2,724 (2%)
Depreciation (excluding Minibus)	£ 6,181 (4%)

The minibus is being depreciated on a 25% reducing balance basis.

I am always happy to take questions now or after the meeting or at any time.

Centre Manager's Report

HAYLEY SMITH

The Over Day Centre continues to provide high quality care for the clients of Over and the surrounding villages.

in March the Day Centre received the South Cambridgeshire District Council Community Award for Outstanding Service or Amenity. The staff and volunteers were delighted to be recognised in this way for their hard work and dedication.

During the past 12 months numerous activities have been organised for the dients, including an indoor street party to celebrate the Queen's 90th birthday, a summer boat ride along the Great Ouse, a trip to Wicksteed Park for Christmas lunch and a show, and a beautifully prepared traditional Christmas dinner at the Over Community Centre.

Staff also ensure that social activities are provided daily for the clients; quizzes, bingo, a scrabble circle, visits from the local vicar, as well as the booking of entertainers such as an Irish bagpipe player for St. Patrick's Day, the local ukulele group, jazz bands, visits from the Over Primary School Orchestra, and a professional instructor in chair-based exercises.

"The carers would do anything for you.
They hurry to help you. Always at your side.
Gets me out and about so that I'm not sitting at home
on my own. You can share your worries.
When I get home I feel refreshed."



VERONICA - GIRTON

We had wonderful support with our fundraising again this year, especially with regards to the Easter and Christmas Fayres. The 'Five Pub Challenge' and 'Meridian Meander' - the largest annual event in support of the Day Centre — raised over £5000. Our thanks go to the diligent team of volunteers who rally each year to organise the sponsored walks.

We value all of our volunteers and the work that they do, and appreciate the time that they are able to give in order to support the Day Centre.

Our thanks also to the Cottenham, Histon and Over OWLS community car schemes that continue to provide clients with an excellent service to and from the Day Centre. These organisations enable many regular clients, without their own means of transportation, to attend the Over Day Centre and benefit from the care and friendship that the centre offers.

The staff and I look forward to another great year.

Minutes of the Over Day Centre Association Annual General Meeting

THURSDAY 29TH JUNE 2017

PRESENT

Lynda Harford Chairman & Ordinary Council Member
Nigel Poulter Treasurer & Ordinary Council Member

Hayley Smith Centre Manager

Graham Waters
Shona Johnstone
Vicky Uttridge

Ordinary Council Member
Ordinary Council Member
Ordinary Council Member

Halina Szulakowska Minutes Secretary

APOLOGIES

Peter Hudson Ex. Officio Council Member (C.Cllr)
Pippa Corney Ex. Officio Council Member (D.Cllr)
Steve Couper Ex. Officio Council Member (P.Cllr)
Sally Hunt Ordinary Council Member

1. APOLOGIES

Apologies were received and accepted from C.Clir Peter Hudson, D.Clir Pippa Corney, P.Clir Steve Couper, and Sally Hunt.

A minute's silence was observed in memory of Dr. Susan Gillard, who served as a Trustee for many years.

2. APPROVAL OF MINUTES OF THE LAST AGM - 22ND JUNE 2016

The minutes of the meeting held on the 22nd of June 2016 had been circulated prior to this meeting. The minutes were approved and passed as a true record.

3. REPORTS

The AGM continued with reports (included above) given by the Chairman, the Treasurer, and Centre Manager.

4. INDEPENDENT EXAMINER

The 2016/2017 accounts have been completed in compliance with Charity Commission standards and have been independently inspected and approved by Sarah Rutherford. Their adoption was proposed by Shona Johnstone, seconded by Vicky Uttridge and accepted unanimously.

Sarah Rutherford was proposed as the 2017-2018 Independent Examiner by Vicky Uttridge, seconded by Nigel Poulter and accepted unanimously.

5. ELECTION OF COUNCIL

a) Four Ex-Officio Members:

County Councillor for Over

District Councillor for Over

Parish Councillor for Over

- C.Cllr Peter Hudson

- D.Cllr Pippa Corney

- P.Cllr Steve Couper

GP Over Surgery – currently vacant due to the sad passing of Dr. Gillard

b) Six Ordinary Members:

Lynda Harford, Sally Hunt, Nigel Poulter, Shona Johnstone and Vicky Uttridge. One position is currently vacant.

c) Two Co-opted Persons:

Both positions are currently vacant.

d) Three Ex-Officio Staff Members:

Hayley Smith and Graham Waters.

In accordance with the Constitution one position is currently vacant, due to ODC no longer employing a Head of Care staff member.

All proposed by Shona Johnstone, seconded by Graham Waters and accepted unanimously.

8. ANY OTHER BUSINESS

Nil.

9. MEETNG CLOSURE

The meeting closed at 7.35pm.





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