



The Rural Coffee Caravan Review and Accounts 2019

Our review this year, as in previous years, serves as the Trustees Report produced to support the independently assessed accounts as presented to the Charity Commission. It contains relevant statistics and comment on our activities and is designed to act as a comprehensive, informative review of our work throughout the year.

Nov 2020

Ann Osborn

Administrative Information 2019

Charity Name: Rural Coffee Caravan Information Project (RCC)

Charity Registration Number: 1125748: founded in 2002, constituted in 2003, received charitable status in 2010. Registered office: The Old Shop, Harleston Road, Weybread, Diss, IP21 5TU. The RCC has documented policies agreed by the Trustees. These include risk management and financial policies. All eligible employees and volunteers are subject to DBS checks.

Note: In January 2020, The Rural Coffee Caravan was entered on the Central Register of Charities as a Charitable Incorporated Organisation registration number 1187423

Patron: Stephen Miles, High Sheriff of Suffolk 2011/2012

Trustee Board:

Canon Sally Fogden (Chair)
George Frost (Vice-Chair)
Richard Browne
Chris Hamilton
Ann Preston (Treasurer and Secretary)
Kate Axon
Geoffrey Probert

Committee Members:

John Preston
Diana Patrick
Jean Turnbull

Staff:

Ann Osborn – Chief Executive Officer
Tina Hannay - Admin and Community Officer
Michael Osborn - Administrator
Diana Patrick - Building Connections Project Manager (from March)
Annette Dunning - Community Engagement Officer (from March)

Bankers: The Co-operative Bank, 11/13 Princes Street, Ipswich, IP1 1PH

RCC Aim: To combat rural isolation and loneliness throughout Suffolk by visiting rural locations and holding events that act as a catalyst for people to talk with one another in a friendly and non-threatening atmosphere and provide access to services to individuals and communities.

2019: Summary of achievements: What we did....

we welcomed 6268 visitors

we made 292 visits

we visited 90 villages across all Local Authorities

.....and we worked with 69 Organisations

we exchanged 42 pairs of slippers and replaced 157 walking stick ferrules

we held 1 Golden Age Fair and 8 Energy Advice Cafes

we welcomed around 500 visitors at the Suffolk Show and over 100 at Euston Rural Pastimes

we maintained contact with Big Lunch Extras; attended an Outreach Camp in Ipswich and supported 3 "Big Lunches". We attracted 4,200 followers on Twitter

during the year we had over 106 volunteers active in delivering our service, volunteering a total of 1897 hours

we continued with the development of a network of pubs and cafes holding free coffee mornings called MeetUpMondays. At the year-end we had 60 local locations engaged with the initiative and 30 more nationwide

we involved 20 non-related businesses in MeetUpMondays by inviting them to offer sponsorship in the way of swing-signs and promotional material.

.....and we were recipients of the Queen's Award for Voluntary service.



2019: People we worked with....

ActivLives	One Life Suffolk
AgeUK Suffolk	Access Community Trust
Alcoholics Anonymous	Orbit
Alzheimer's Society	Our Special friends
ArtBranches	Parish councils
NHS Healthchecks	Parkinson's UK
Avenues East	Safer Neighbourhood Scheme
Babergh District Council	Suffolk Action for Blind People
The Big Lunch	Suffolk Careline
Great Get Together	Suffolk Climate Change Partnership
Church of England	Suffolk Coastal District Council
Citizens Advice Bureaux	Suffolk County Council
Community Action Suffolk	Community Safety Suffolk (Suffolk CC)
Country Markets	Suffolk Energy Action
Dementia Adventure	Suffolk Family Carers
East of England Ambulance Service	Suffolk Fire Service
East of England Co –op	Suffolk Independent Living
East Suffolk Voluntary Assoc. for the Blind	Suffolk Philharmonic Orchestra
Emergency Alarm Buttons	Suffolk Police
Falls Prevention	Suffolk Records Office
Fit Villages	Suffolk Wellbeing
Fresh Start, New Beginnings	The Red Cross
Forest Heath District Council	UK Power Networks
Gipping Valley Model Boat Club	U3A
Good Neighbour Scheme	Warmer Homes, Healthy People
Groundwork	West Suffolk Vol. Assoc for the Blind
HealthWatch	Suffolk Carers Matter
Hearing Care Centre	Red Hatters
Local Train Modelling Clubs	Mid Suffolk District Council
Lofty Heights	Babergh District Council
Marie Curie Mears Group	St Edmundsbury District Council
Meccano Modeller	Sensing Change
Museum of East Anglian Life	Disability Advice Service
Neighbourhood Watch	Suffolk Fire and Rescue
Norcas	

Main Activities

The Rural Coffee Caravan (RCC) exists to tackle loneliness and isolation in rural Suffolk. In Suffolk 40% of people live in rural areas and 51% of households in villages have no access to a regular bus service. There is no fast broadband service to 24% of rural households. The RCC's vision is that all people in rural Suffolk have the connections and community they need to be happy and healthy. In 2019 we continued our efforts to tackle loneliness in the



county in three main ways, bringing people together; signposting people to help; and support and catalysing community initiatives.

The Golden Age Fair in Needham Market on 24th May was attended by 31 different support agencies, a shop selling recycled items, and three different craft activities. The East of England Coop provided and served afternoon tea. We had 161 visitors

come to see the stands, discuss worries or problems or just to ask questions. They had the opportunity to have health checks, take part in activities and enjoy the tea.

Following the award from the Big Lotteries Building Connections Fund we were able during the year to increase the number of village visits to 292 (169 in 2018). We were again present at both the Suffolk Show and Euston Rural Pastimes as well as at the Suffolk Community Foundation's flagship events "Suffolk Dog Day" and the "Woofers Walk".

We were funded by East Suffolk Council's Warm Homes initiative to deliver energy advice and signposting help to rural communities to help people stay warm in their homes throughout winter. We held eight large "Energy Events" from October to December in village locations throughout the county.

The continuing increase in competition for funding has not changed, and throughout the year we maintained our focus on fundraising. As in previous years we worked with a professional fundraiser to supplement our own efforts. We continued to pursue new fundraising opportunities as well as continuing to work with existing funders to ensure, wherever possible, we were awarded repeat funding.

The Queen's Award for Volunteering was presented to us by Suffolk Lord Lieutenant Clare Countess of Euston at an event held in Felstead (courtesy of Judith Shallow). Over 100 volunteers, guests, friends and family attended the event, and we were privileged to have harpist Xenia Horne playing to us throughout the afternoon.



In 2019 we were the only charity awarded this honour.

In the summer, the first ever Suffolk Medal presentation took place. This medal has been commissioned by 2018 High Sheriff George Vesty to recognise exceptional service to the county and we are proud to say that our founder Cannon Sally Fogden was the first ever recipient.

Our CEO was awarded an ‘Inspirational Leader Award’ by 2018-19 High Sheriff George Vestey

We continued to grow our “MeetupMondays” network of pubs and cafes expanding the numbers of venues involved to 60 in Suffolk and another 30 beyond. These sessions have proven an absolute lifeline for many of the people who join in. Our visits to see how they are doing have always yielded stories of lives being greatly improved by this ‘real life’ connection. Publicans and café owners have also reported enjoying the sessions immensely and actually experiencing a growth in business as their new friends return at other times as paying customers. We will continue to grow this network and expand into areas of Suffolk as yet without one.

We continued to increase our effective use of social media. As previously, we took part in focused Twitter events that raise awareness of our work and allowed us to learn of the work of others that may be of interest and could inform us of future activities.

As in previous years we continued with our collaborative policy remaining committed to working in partnership with organisations across all relevant sectors to tackle loneliness and isolation.

In 2019 our volunteers continued to deliver fantastic support, and a great contribution, to our work. We had 106 volunteers providing us with a total of 1,897 hours of their time. Our volunteers are dedicated, enthusiastic and passionate and we are incredibly fortunate to have such willing and exceedingly good-humoured people displaying their diverse skills. Their

competencies in such things as towing, baking, insurance, accounting, health and safety, marketing, social media and tea making are essential; and we simply could not function without them.

As in previous years special thanks to CoffeeLink of Ipswich who so kindly donate their fantastic coffee; and East of England Co-op who provide us with great support, endless boxes of tea and invaluable help at our bigger events. We thank them all, such truly fantastic people and organisations!

In 2019 no payments were made to any of the Trustees other than receipted expenses incurred whilst carrying out their duties for RCC.

During the year the charity Trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established to manage those risks. During the year Trustees started to develop plans to strengthen the governing board and will confirm the appointment in 2020 of Iona Lawrence who previously set up the Jo Cox Foundation in 2016 and has worked for The Cares Family more recently.

The Year Ahead

In 2020 we will continue to reach those who are experiencing loneliness, or are at the risk of experiencing loneliness. We will achieve this by creating social spaces in rural places with visits and events, providing tea, coffee, cake, information and the opportunity to chat.

Our Building Connections grant has just over another year to run and we will continue to grow the number of villages we visit and people we meet. This will be coupled with our Rural Energy Work and we plan to hold further energy focussed events in 2020.

We will continue to focus on our core deliverables and embed our new activities as we face the “normal” challenges with funding. We must maintain our efforts to retain and attract funders as we remain committed to the delivery of a service to communities throughout Suffolk. We will remain committed to delivering our objectives of tackling rural isolation and loneliness and promoting community spirit throughout the county. We will continue to create an environment in which visitors and support organisations feel a sense of trust, safety and neutrality; and provide a balanced mix of services and events to meet the needs of different communities.

During the year we will recruit and train new staff, purchase new assets, review processes, enhance collection of data and outcomes information whilst we continue to plan and organise for the certainty that the fundraising environment on which we are financially reliant will remain very challenging.

We will continue to ensure we are positioned as a vital part of the voluntary and “not for profit sector” infrastructure in Suffolk, continuing to help Local Authorities and Organisations to serve and to deliver their work to people in rural communities.

During 2020 at all times we will continue to control costs.

Specifically, in 2020, we will:

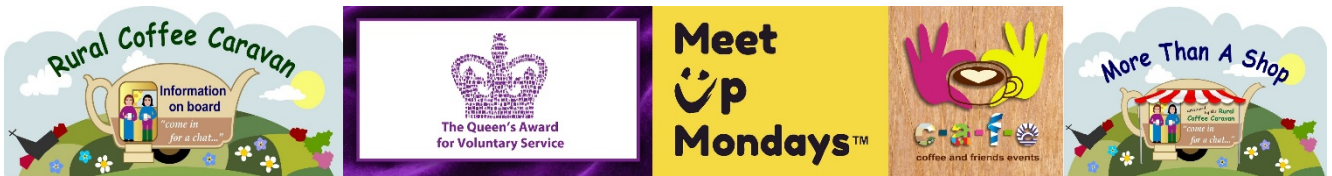
- Ensure we continue to concentrate on village visits.
- Deliver the “Building Connections” requirements as per the service level agreement.
- Continue to work with East Suffolk Council on their requirements for the delivery of rural energy work.
- Explore all fundraising opportunities to find alternative sources of funding to cover core costs.
- Launch and develop a new initiative called “More than a Shop” aimed at providing community meeting and socialising space in village shops.
- Maintain relationships with local authorities and organisations and encourage representatives from local councils and voluntary organisations to accompany us on visits and take part in our events.
- Continue to be an enabler for Local Authorities to deliver more effective services to their customers. We will work with them and be recognised as an effective and respected outsourced service provider.
- Work with Suffolk CC and IES CCG on their “Community Connectors” scheme which is a social prescribing initiative initially in the north Framlingham area.
- Continue with the development our “MeetupMondays” initiative. We will enhance the provision of the support and network management we offer to participating venues and ensure the work receives maximum publicity.
- Continue working alongside Healthwatch including on their “Time for Change” project using our new- found filming skills to capture feedback and impact.
- Continue our excellent relationship with the East of England Co-op.
- Ensure we take every opportunity to increase our pool of volunteers.
- Ensure that throughout the year we work within budget and cash flow requirements at all times.

Financial Reserves

The RCC has a documented Financial Reserves policy designed to minimise the effects of unforeseen circumstances and ensure we can continue to deliver our services. The policy is designed to ensure we can provide sufficient working capital to deal with the circumstances in a professional and organised manner.

The amount of unrestricted funds held as reserves at the end of 2019, was £65,781 which reflects 4.8 months predicted budgeted spend in 2020

This amount is compliant with Reserves Policy (4-6 months) and Trustees have agreed that this is acceptable as a reserve and no specific actions are required.



Rural Coffee Caravan is a registered charity. No.1187423



Section A

Independent Examiner's Report

Report to the trustees/
members of

Rural Coffee Caravan Information Project

On accounts for the year
ended

31 December 2019

Charity no
(if any)

1125748

Set out on pages

3 and 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2019.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

5 August 2020

Name:

Nicola Cordle

Relevant professional
qualification(s) or body
(if any):

ICAEW

Address:

Fairfield, Shotley Road

Chelmondiston, Ipswich

Suffolk, IP9 1EE

Receipts and payments accounts

CC16a

For the period from Period start date To Period end date
1/1/19 31/12/19

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	28,636	115,970	0	144,606	117,215
Service agreements		27,919	0	27,919	500
Donations	11,188	2,340	0	13,528	7,642
Bank interest	136	0	0	136	0
Other income	163	0	0	163	181
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total(Gross income for AR)	40,123	146,229	0	186,352	125,538
A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	40,123	146,229	0	186,352	125,538
A3 Payments					
Vehicle costs		31,490	0	31,490	8,542
Staff costs	58,168	61,404	0	119,572	59,958
Volunteer costs		3,279	0	3,279	1,875
Support costs	6,397	13,754	0	20,151	32,796
Ferrules & slippers		1,335	0	1,335	1,631
Loan repayments			0	0	0
Governance costs	960	0	0	960	400
	0	0	0	0	0
	0	0	0	0	0
Sub total	65,525	111,262	0	176,787	105,202
A4 Asset and investment purchases, (see table)					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	65,525	111,262	0	176,787	105,202
Net of receipts/(payments)	-25,402	34,967	0	9,565	20,336
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	91,183	30,345	0	121,528	101,192
Cash funds this year end	65,781	65,312	0	131,093	121,528

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
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B1 Cash funds

	to nearest £	to nearest £	to nearest £
Bank current account	64,039	34,967	
Bank deposit account	1,742	30,345	
	0	0	0
Total cash funds	66,781	65,312	0
(agree balances with receipts and payments account(s))	OK	OK	OK

Unrestricted funds Restricted funds Endowment funds
to nearest £ to nearest £ to nearest £

B2 Other monetary assets

Details	to nearest £	to nearest £	to nearest £
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	0
		0	0
		0	0
		0	0
		0	0

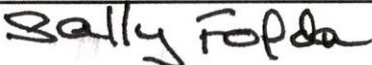

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Motor vehicle	Restricted	8,225	1,500
Campervan	Restricted	36,865	23,000
Caravan & equipment	Restricted	26,000	21,000
Office & IT equipment	Unrestricted	1,438	780
Chairs	Restricted	2,150	1,200
Gazebo	Restricted	740	250
Campervan	Restricted	23,000	21,000
		0	0
		0	0

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
PAYE & NIC		2,719	
Credit card		387	
Staff expenses		48	
		0	
		0	

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

Signature	Print Name	Date of approval
	SALLY FOPDA (CHAIRMAN)	25/8/20
	ANN PRESTON, (TRUSTEE/TREASURER)	25/08/20