



The Rural Coffee Caravan

Review 2018

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.

Administrative Information 2018

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.

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

Kate Axon

Geoffrey Probert

Committee Members:

John Preston

Diana Patrick

Jean Turnbull

Treasurer and Secretary:

Ann Preston

Staff:

Ann Osborn - Director

Megan Ablard - Community Engagement Officer

Tina Hannay – Admin and Community Officer

Michael Osborn – Administrator

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.

2018: Summary of achievements: What we did....

We welcomed 4481 visitors

We made 169 visits

We visited 68 villages across all local Authorities

...and we worked with 69 Organisations

We exchanged 155 pairs of slippers and replaced 59 walking stick ferrules

We held 3 Golden Age Fairs

We welcomed around 250 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 3,600 followers on Twitter

During the year we had over 106 volunteers active in delivering our service, volunteering a total of 1821 hours

We created a network of pubs and cafes holding free coffee mornings called MeetUpMondays and continued to grow it throughout the year finishing with 31 by the end of December. We are supported by Community Action Suffolk in this endeavour.

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



My grand-daughter says I've got more friends than her now!"

2018: 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 Team
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 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 2018 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

During the year we made 169 visits across the county and holding 3 Golden Age fairs. We were present at both the Suffolk Show and Euston Rural Pastimes.



There has been no change in the continuing increase in competition for funding and throughout the year we maintained our continual focus on fundraising. As in previous years we worked with a professional fundraiser to supplement our own efforts. We pursued new fundraising opportunities as well as continuing to work with existing funders to ensure, wherever possible, we were awarded repeat funding.

Our "MeetupMondays" initiative continued to grow throughout the year with the network of pubs and cafes involved expanding. This was a highly successful year and our in-year planning included continuing

support for this aspect of our work for the foreseeable future.

We continued to increase our effective use of social media. We continued taking part in focussed Twitter events that raise awareness of our work and also allow us to learn of the work of others to inform us of future activities that may be of interest.

We continued throughout the year with our collaborative policy. We remain committed to working in partnership with organisations across all relevant sectors to tackle loneliness and isolation.

In 2018 our volunteers continued to deliver fantastic support, and a great contribution, to our work. They are dedicated, enthusiastic and passionate and we are incredibly fortunate to have such willing and exceedingly good-humoured 'front line' volunteers. Throughout the year they all continued their really hard work displaying their diverse skills....towing, baking, insurance, accounting, health and safety, marketing, social media and tea making. In 2018 we had 106 volunteers providing us with a total of 1,821 hours. 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 and endless boxes of tea and invaluable help at our bigger events.

We thank them all, such truly fantastic people!

In 2018 no payments were made to any of the Trustees other than receipted expenses incurred in the course of RCC "business".

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 in order to manage those risks.

The Year Ahead

In 2019 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.

We will face the "normal" challenges with funding, as well as absorbing new activities as we continue to focus on our core deliverables. We must maintain our efforts to retain and attract funders as we remain committed to the delivery of a service to communities throughout Suffolk; as well as delivering the requirements of new funding around "Building Connections" and "Warm Homes". 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. Our work to provide support for 'hard to reach' groups will continue.

We know that our successful bid to the "Big Lottery Building Connections Fund" will fund a campervan and driver to expand our work. We have positive indications that we will be successful in our bid to provide energy advice to rural communities. Together, these two significant amounts of funding will provide the opportunity to increase both the outreach and the scope of our activities whilst fitting neatly with village visit and events programmes.

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 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.

We will not lose sight of the importance of controlling costs at all times.



Specifically in 2019, we will:

Ensure we concentrate on village visits.

Explore all fundraising opportunities to find alternative sources of funding to cover core costs.

Incorporate the “Building Connections” requirements into our activities.

Continue to work with East Suffolk Council on their requirements for the delivery of the rural energy work.

Continue to develop and introduce a new initiative called “More than a Shop” aimed at providing community meeting and socialising space in village shops.

Ensure our infrastructure and processes effectively handle the increase in staff numbers and management.

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 seen as an effective and respected outsourced service provider.

Continue our work with Artlink on a major project “Make Do and Friends”. In 2018 this has been a highly successful, high quality participatory arts outreach programme with rurally isolated older people in Suffolk, and we shall continue it in the new year.

Act as a facilitator for the Museum of East Anglian Life as they develop a project requiring input from some of our visitors (intriguingly called “Fake News in the Age of the Horse”).

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 working with Sally Connick the Development Manager for the Good Neighbours Scheme network. We will enhance the provision of support and network management we offer 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 2018, was £91,183 which reflects 6.05 months predicted budgeted spend in 2019.

This amount is 0.05 months over the limits of our Reserves Policy. Trustees have agreed that this is acceptable as a reserve and no specific actions are planned for 2019 to remedy a quantum of £793 excess reserve.



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 2018

**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 / 2018.

**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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

6 June 2019

Name:

Nicola Cordle

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

ICAEW

Address:

Fairfield, Shotley Road
Chelmondiston, Ipswich
Suffolk, IP9 1EE

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Rural Coffee Caravan Information Project

1125748

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2018

To

Period end date
31/12/2018

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	52,484	64,731	-	117,215	99,817
Service agreements	590	-	-	590	1,000
Donations	6,362	1,298	-	7,662	23,211
Bank interest	-	-	-	-	11
Other income	181	-	-	181	2,660
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	59,527	66,011	-	125,538	132,708
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	59,527	66,011	-	125,538	132,708
A3 Payments					
Vehicle costs	-	8,642	-	8,642	32,690
Staff costs	12,834	47,124	-	59,958	72,146
Volunteer costs	-	1,376	-	1,376	86
Support costs	10,932	21,884	-	32,796	13,882
Fuel and slippers	-	1,631	-	1,631	2,081
Loan repayments	-	-	-	-	4,000
Governance costs	409	-	-	409	442
	-	-	-	-	-
	-	-	-	-	-
Sub total	24,166	81,036	-	105,202	125,196
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	24,166	81,036	-	105,202	125,196
Net of receipts/(payments)	35,361	-	-	20,336	7,512
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	56,167	35,025	-	101,192	93,680
Cash funds this year end	91,183	30,345	-	121,528	101,192

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank current account	89,578	-	
	Bank deposit account	1,605	30,345	
		-	-	-
	Total cash funds	91,183	30,345	-
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Motor vehicle	Restricted	8,225	2,500
	Campervan	Restricted	36,865	26,000
	Caravan & equipment	Restricted	26,000	23,000
	Office & IT equipment	Unrestricted	738	100
	Chairs	Restricted	2,160	1,450
	Gazebo	Restricted	740	300
			-	-
			-	-

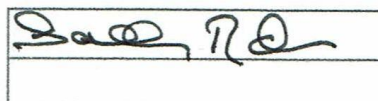
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE & NIC		1,337	
	Payroll costs		37	
	Staff expenses		1,644	
			-	
			-	

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

Signature

Print Name

Date of approval




SARAH PATTEN

1/7/19

Rural Coffee Caravan Information Project
Year to 31 December 2018
Restricted Funds

	B'fwd 01/01/2018	Incoming Resources	Outgoing Resources	C'fwd 31/12/2018
The Fusema Foundation	20,000			20,000
Annie Tranmer Charitable Trust	525		525	0
Ex-Pat Foundation	12,000		12,000	0
Ganzoni Charitable Trust	2,500		2,500	0
Cotton Trust		1,000	0	1,000
LD Rope		1,190	1,190	0
Building Communities Fund		3,911	3,911	0
Chronical Digital		80	80	0
Total Cons Ltd		80	80	0
Saff		160	160	0
Nunn NR		80	80	0
Marks & Mann		240	240	0
I Hamilton		80	80	0
Vandenberghider		80	80	0
Orwell Housing		160	160	0
Affinity PR		80	80	0
Community Action Suffolk		80	80	0
Ann Mason Care		80	80	0
FGH Motorhomes		80	80	0
Scarfe Charitable Trust		1,000	1,000	0
SCF - Sapphire Grantmaking Fund		5,000	5,000	0
SCF - Tackling Loneliness Fund		2,402	2,402	0
Murphy Neuman Charity		1,000	1,000	0
SCF - Suffolk Rural Fund		3,647	3,647	0
SCF - Fonnereau Road Found Fund		2,000	2,000	0
SCF - Henry Smith County Grants		5,000	5,000	0
The Lynn Foundation		500	500	0
Reuben Foundation		250	250	0
Suffolk Community Foundation		1,000	1,000	0
SCF - Royal Hospital School		1,550	1,550	0
Didymus		4,725	4,725	0
HRH Wills 1965 Charitable Trust		500	500	0
Elise Pilkington Charitable Trust		3,462	1,631	1,831
Matthew Wrightson Charitable Trust		500	500	0
The Hobson Charity		2,000	0	2,000
SCF - WW Estates		1,500	1,500	0
SCF - Hopkins Charitable Fund		5,000	5,000	0
SCF - West Fund		1,000	1,000	0
SCF - Suffolk Rural Fund		3,932	3,932	0
SCF - Suffolk Giving Fund		1,648	1,648	0
Anonymous		6,500	3,500	3,000
SCF - Food and Drink Fund		2,000	2,000	0
The Ogilvie Charities		500	0	500
SCF - Millar Trust Fund		2,014	0	2,014
	35,025	66,011	70,691	30,345

Declaration: The Trustees declare that they have approved the above Trustee's report.

Signed on behalf of the Trustees			
Signature		Position:	CHAIRMAN
Full name:	GHAZAL SARAF FODDOW	Date:	22/10/19