

**President**

Earl Howe

**Vice Presidents**

Sir Peter Reynolds

Eric Robson

**Executive Committee**

Roger Lockyer (Chairman)

Lesley Rogers

Caroline Whiteman

Anthony Burckhardt

Philip Hanscombe

Jeff Medlock

Richard Mann (Treasurer)

**Secretary**

Brian Wade

**Management**

Wendy Stallwood  
Registered Manager

Sue Brown  
Deputy Manager (Activities)

Andrew Cantelo  
Deputy Manager (Care)

Claire Harding  
House Treasurer

**Bankers**

Barclays Bank Plc  
7 Station Parade  
Beaconsfield  
Bucks HP9 2PH

**Registered Office**

Bradbury House  
Windsor End  
Beaconsfield  
Bucks HP9 2JW

**Auditors**

Cansdales  
Chartered Accountants and Registered Auditors  
Bourbon Court  
Little Chalfont  
Bucks HP7 9QS

## Notes

### Objectives and Activities

The principal objective of the Society is to provide accommodation and care in a purpose built home, Bradbury House, for the frail elderly. A secondary objective is to provide day care for those in the community who are frail and elderly.

The service has an emphasis on reducing loneliness and isolation among older people, whilst enabling and encouraging them to retain their dignity and independence. The Executive Committee recognises that Bradbury House is the Home of the residents and that they should be able to make it a "home from home". The Society has set out to provide the residents with a happy family atmosphere in spacious and well-equipped surroundings. The aim is to take into account each individual's privacy, with a basis of Christian caring, where they can feel relaxed, comfortable and free from unnecessary worries. The day care facility not only sets out to meet the aims for those whose home it is, but also to provide respite for the carers of those who use the facilities.

### Structure, Governance and Management

The Society is registered under the Industrial & Provident Societies Act 1965 (No. IP27099R). It is a member of the national society - The Abbeyfield Society of Great Britain.

The members of the Executive Committee and those who served during the year are shown on the information page.

The Executive Committee has two sub-committees, The House Committee and the Finance Committee, to whom the Executive Committee delegates certain responsibilities. Both Committees report regularly to the Executive Committee.

### Statement of the responsibilities of the Executive Committee

The law governing Industrial and Provident Societies requires the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Society as at the balance sheet date and of its income and expenditure for the year then ended. In preparing these financial statements, the Executive Committee is required to:-

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed,
- state whether applicable statements of recommended practice have been followed, and
- prepare financial statements on a going concern basis unless it is inappropriate to presume that the Society will continue in business.

The Executive Committee is responsible for keeping proper records of account such as are necessary to give a true and fair view of the Society's state of affairs and to explain its financial transactions. The Executive Committee must also establish and maintain a satisfactory system of control of its books of account, its cash holdings and all its receipts and remittances and hence is responsible for safeguarding the assets and taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Principal Activities of the Executive Committee

The Executive Committee met on six occasions during the year and dealt with the following matters: -

1. Approval of the audited financial statements for the year ended 30 September 2009.
2. Reviewing the monthly reports from the House Committee to whom the day to day management of the home is delegated.
3. Reviewing the monthly management accounts.
4. Approval of capital expenditure.
5. Consideration of the Society's insurance cover.
6. Considering the identification of hazards and assessing the level of risk to which the Society is vulnerable.
7. Approving the financial operating budget and the level of residents' fees arising therefrom for the year ending 30 September 2011.
8. Continuing consideration of the use of the activity room for the residents and the provision of day care facilities for non-residents.

9. Considering the sustainability and future development of Bradbury House and the fundraising consequences.
10. Consideration of operation, ongoing training requirements and membership of the Executive Committee with respect to the succession planning of those due to retire from the committee.

### **Other Organisations**

Other organisations providing financial services for the Society are shown on the information page.

### **Achievements and Performance**

The Society met its primary objective of providing care for 41 elderly people. The care was of an excellent standard and provided by a highly trained and motivated staff. The Society only partially met its objectives for the second year of provision of day care in the Activity Centre because we failed to meet our plans in terms of turnover and number of clients cared for.

Fundraising has been completed for the objective of raising funds for a minibus for the use of the residents. The objective was to raise £55,000, however we were able to purchase a demonstration vehicle for £47,342 and that has been achieved.

The factors that will affect our ability to continue to achieve our principal objective relate to the need to conform to ever-tighter controls imposed by National Government. The requirement for ever better standards of care is accepted by the members; however they generally come at a cost which has to be borne by the residents of Bradbury House.

The Executive Committee considers that the market value of the freehold land and buildings is in excess of the amount shown in the financial statements, however as these assets are used in the Society's business and no disposals are envisaged, the excess is not quantified.

### **Plans for the Future**

The Society has a Business Plan that sets out its objectives for the next 2 years. The Plan covers 4 areas: -

- the sustainability of the Society;
- the level of satisfaction of those cared for by the Society,
- inspection standards,
- the level of satisfaction of those who work for the Society.

During the next 12 months the Society: -

- expects to meet its budget, correcting any divergence using procedures set in place and ensuring that adequate risk assessment is undertaken.
- will be upgrading the fittings of a number of rooms to improve their quality
- will be undertaking a number of changes to our facilities in order to meet new legislation
- will continue the recruitment, induction and training of volunteers and seek ways of maintaining their enthusiasm and commitment to Bradbury House.
- will continue to develop its plan to enhance the lives of some of the frail elderly in the community of Beaconsfield by providing day care using the Activity Centre.
- expects to maintain a high level of Statutory Inspection reports and to continue to seek ways of testing its own quality of care.
- plans to continue to see its staff as the key to meeting its objectives and seek ways of maintaining the job satisfaction of its staff.

### **Statement of Public Benefit**

#### **Public benefit policy objectives**

The Executive Committee is committed to furthering the Society's objectives (As stated in our Objectives and Activities) primarily by providing high quality care and support to elderly users of the Society's care facilities. It is the objective of the Executive Committee each year to maximise the public benefit provided by the Society in providing high quality care and support, having regard to the extent of the Society's income and reserves, the cost of care facilities and the ability of residents to make payments from their own resources.

### **Public benefit achievements in the year to 2010**

When reviewing the Society's aims and objectives, and planning its activities the Executive Committee has had due regard to the Charity Commission's public benefit guidance, including its guidance on fee-charging.

This year the Executive Committee has continued to oversee the provision of high quality care and support to elderly users of the Society's care facilities. In particular, the Committee has been engaged in the following activities and achieved the following outcomes in pursuit of the public benefit:

Continued to raise the level of day care for the elderly of the community.

Continued to fundraise to meet its plans for support of the elderly whose Home is Bradbury House or who use its facilities.

The Executive Committee has continued to review the levels of support made available by the Society to users of the Society's services who could not otherwise afford to make use of them. The Committee's aim this year, as set out in the Society's Public Benefit, Fees and Assistance Policy, was to ensure that no resident has to leave the Home because they no longer have the funds to pay for their care. The Committee has ensured that the Society continues to attain those aims.

The Executive Committee will continue to pursue the aims set out in the Society's Public Benefit, Fees and Assistance Policy during the next year.